

## UDCC TUITION, FEES AND PAYMENT POLICIES AGREEMENT



**Schedule changes must be made before the 1<sup>st</sup> of the month to be effective the following month notice is required by email to both the Director ([director@udccenter.org](mailto:director@udccenter.org)) and Bookkeeper ([finance@udccenter.org](mailto:finance@udccenter.org)) for any changes or transitions in your schedule. If proper notice is not given, you will be responsible for the whole month's tuition.**

- A. Either parties can cancel this agreement with 30 days notice  
\_\_\_\_\_
- B. Tuition is the same amount every month. Credit is not given for absences due to vacations, illness, holiday, center closures, partial months, transitions, withdrawing mid month, etc.  
\_\_\_\_\_
- C. Permanent or temporary schedule changes must be made before the 1<sup>st</sup> of the month to be effective the following month. For example, a schedule change for December must be made before November 1<sup>st</sup>. Schedule changes from full time to part time cannot guarantee a full time opening in the future.  
\_\_\_\_\_
- D. The classroom that your child starts in on the first day of the month will be the rate due the entire month regardless of transition date.  
\_\_\_\_\_
- E. Tuition is due on the first of the month. Payment is considered delinquent after the tenth of the month, at which time a \$25 late fee will be charged.  
\_\_\_\_\_
- F. I understand that when the 10<sup>th</sup> of the month falls on a weekend, my payment is due the preceding Friday, or I will be subject to the \$25 late tuition fee.  
\_\_\_\_\_
- G. I understand that if my child is absent due to illness, vacation or part-time enrollment, payment is still due by the tenth.  
\_\_\_\_\_
- H. If my account is still delinquent on the last day of the month; my child will be excluded from the program until the account is paid in full.  
\_\_\_\_\_
- I. Bi-monthly payment plans can be arranged if necessary. This must be arranged with and approved by the Bookkeeper in writing. If payment is not received on the arranged dates a \$25 late fee will be charged.  
\_\_\_\_\_
- J. If your child's start date has been approved, you are responsible for tuition starting from that date regardless if your child is then unable to start on that approved day unless a one months' notice has been given.  
\_\_\_\_\_
- K. Part-Time Fees / Extra Days

A per day rate is available to UDCC part-timers on a space available basis. The standard fee for drop in care is \$95.00 per child. The drop in rate must be paid at the time of drop off. This is offered as a courtesy for extra days that may be needed not as a substitute for a change in schedule.  
\_\_\_\_\_

L. Additional Fees include:

- a. A one-time registration fee of \$75 per child due upon enrollment
- b. A deposit of \$100 per child due upon enrollment.

***This \$100 deposit is refunded only if the center receives written notice one calendar month prior to withdrawal of your child. This notice must be co-signed by the director.***

Monthly tuition for my child is: \_\_\_\_\_

By signing below I agree that I will follow all policies and procedures listed as policies A-J on page 1.

I have read and agree to all of the above conditions and to the University District Children's Center policies and procedures as stated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your Name

\_\_\_\_\_  
Print your child/children's names

**For office use only**

Registration: ☐ Paid

\_\_\_\_\_  
Date

\_\_\_\_\_  
Check #

Deposit: ☐ Paid

\_\_\_\_\_  
Date

\_\_\_\_\_  
Check #