



Le Parc Place Payment and Refund Policy

The first and last month's tuition (a portion of which is paid via a deposit) payment is due at the time of enrollment which will secure your child's placement at the school. This Tuition payment is then due on your child's first day of school along with any remaining balances (if applicable).

There are no yearly contractual fees, however if you decide to take your child out, please inform us at least 30 days in advance (for example you must notify the school by August 1st if your child's last month will be September) after which the last month's deposit will be applied to your thirty day notice. If you so choose to remove your child prior to the thirty day notice, your deposit becomes non-refundable.

Please note that under no circumstances does Le Parc Place prorate or offer a refund for the last month's tuition, vacations, illnesses or any type of time off. This means that if your child leaves prior to the end of his/her last month, you will not receive a refund for the remaining amount of days. Should you leave for an extended period of time, spaces within the class will be filled and may not be available if you so choose to return. To guarantee your child's space, you must pay the monthly tuition while your child is away.

Hours and days for part time students are not interchangeable (unless discussed in advance).

Late Fees and Non Payment

Tuition is due no later than the 3rd of the month, after which 10% of your tuition will be applied as a late fee. If for any reason, tuition or any tuition agreements are delinquent past 60 days, your child will not be able to return to school until the tuition is paid.

Children must be picked up by their scheduled time or a late fee will be charged, no exceptions. The late charge will be added if pick up is more than 15 minutes beyond the scheduled time. Full day children must be picked up promptly by 6:00 p.m. After 6:15, you will be charged \$1.00 per minute, per child.

Preferred Payment Method

Due to the increase in merchant costs when charging tuition, we are extending new payment options. Please mark the options which best suits you and return the bottom portion with a signature on your child's first day of school.

- A. Check (Due between the 1st and the 3rd of each month)
- B. Invoice (Received via email, payable online and due between the 1st and 3rd of each month)
- C. Automatic withdrawal (2% service fee will be added to use this method)
- D. In person payment (Visa or MasterCard only)

My signature below is an indication that I have read and understood all of the tuition policies as mentioned above.

Child's Name: _____

Parent/Guardian Signature: _____

Date: _____