

# CHILDREN'S INTERNATIONAL SCHOOL

## TUITION POLICIES

- A child may start school on any day of the week during the year. If requesting a specific day, the fee will be pro-rated for that month or week only.
- Tuition may be paid weekly or monthly.
- **Weekly** payments are due every **Monday** of each week.
- **Monthly** payments are due on the **1<sup>st</sup> of each month**, or the first day of business after the 1<sup>st</sup> of the month.
- Reservation of a slot is done independently at each of our centers. Having a reservation at one center is not applicable at another location. The reservation process is as follows: The registration fee will open an account for your child and the child's name will be placed on the waiting list for the requested starting date.
- **IMPORTANT:** After confirmation of slot availability, a month prior to the actual starting date, the parent must mail in the first week of the child's tuition in order to secure that slot.
- **Tuition cannot be refunded at any time. The registration fee is also nonrefundable.**

Our rent, utility costs, insurance, and staff salaries do not change whether your child is here or not. Our budget is based on the number of children we enroll per month. We take a loss when your child's tuition is not received. It cannot be discounted for any reason. For your convenience, you may want to break down the monthly payment and choose to pay weekly, or every month on the first of each month. IF you leave for vacation or the child is on a leave of absence, the tuition remains the same. If tuition is not paid continuously, we are unable to reserve the child's slot. **Tuition is also due for the week of our winter break as well as all days noted on our annual school closings list.**

- **Exception:** One (1) week's tuition is credited to a child's account after the child has completed one entire school year (i.e. September through August) and is re-enrolled for an additional year. This applies only to accounts which are in "good standing" i.e. previous payments have been made punctually and continuously.
- There will be a **\$5.00 late fee** if the weekly tuition has not been paid by Wednesday of each week.  
**Monthly** payments are considered late after the fifth day of each month, and the late fee is **\$10.00** is due on the sixth day.  
If tuition has not been paid after one week or by the 7<sup>th</sup> of each month, the child may not attend school until the payment past due has been paid.
- We cannot **accept cash for tuition**. Please pay by check or money order. A service charge and a \$15.00 processing fee will be applied to all returned checks as authorized by VA Code 8.01-27.1
- There will be a \$1.00 a minute fee after 6:00 PM pick-up time. **Payment is due the following day.** Three late pick-ups could result in termination.
- A 2-week **written notice** is needed in order to terminate the child. E-mail, voicemail, or informing staff verbally is not sufficient.
- Parent hereby agrees that, should account fall into default status, Virginia's legal maximum interest of 1.5% monthly shall be assessed. In addition, parent agrees to pay all collection agency and attorney fees incurred in bringing account current. Act of default to be due immediately, as credit is no longer extended.

I have read and understand the policies on tuition.

\_\_\_\_\_  
Parent (please sign and return to office)

\_\_\_\_\_  
Name(s) of Child(ren)

\_\_\_\_\_  
Date