

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 month.
- **Monthly** payments are due on the **1st of each month**, or the first day of business after the 1st of the month.
- Reservation of a slot is done independently at each CIS center. 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 the child and the child's name will be placed on the waiting list for the requested starting date.
- **IMPORTANT:** After **confirmation** of slot availability, 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.**

CIS' budget is based on the number of children enrolled per month, and CIS takes a loss when tuition for a child is not received. Tuition must be paid even if a child is out on vacation. Tuition cannot be discounted for any reason. Parents have the option of breaking down monthly payments into weekly payments, or paying every month on the first of each month. If tuition is not paid continuously, CIS will be unable to reserve the child's slot. **Tuition is also due for the week of winter break, as well as all days noted on the annual school closings list.**

- **Exception:** **50% of one 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.
- Each year, in September, an **Activity Fee is required** from **returning** students.
- There will be a **\$5.00 late fee** if the weekly tuition has not been paid by Wednesday AM 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 7th of each month, the child may not attend school until the payment past due has been paid.

- CIS 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 is 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 **30 days written notice** is needed in order to terminate a 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