



333 Jeremiah Boulevard  
Charlotte, NC 28262  
704-598-9665

## TUITION PAYMENT POLICY

**Registration Fee:** \$150 non-refundable registration fee is due at initial enrollment and prior to each subsequent year of enrollment.

**Tuition:** Payments are suggested to be made through our childcare management software, Procure. **Credit & debit card payments will incur a 2.9% processing fee, bank transfers will incur a \$0.60 fee,** and cash, money orders, and/or checks may be given directly to an employee working at the reception desk.

### Weekly - Due on Mondays

<b>Infants:</b>	<b>\$285</b>
<b>1-year old</b>	<b>\$285</b>
<b>2-year old</b>	<b>\$275</b>
<b>3-year old</b>	<b>\$275</b>
<b>4-year old</b>	<b>\$275</b>
<b>Sibling Discount</b>	<b>\$11.50 per week for weekly payment plans</b>

**Late Payments:** Weekly payment plans will incur a \$25 late fee if not paid within 5 days of the due date. If tuition is past due for more than 2 weeks, your child(ren) will not be able to return until the payment is paid in full.

**Late Pick-ups:** \$5 for the 1st minute and \$1 for every minute after that starting at 6:01PM

**Returned Payments:** \$35 fee for the first returned check or failed transaction, and increases by \$50 each time after.

**Holidays/Closings:** See school calendar.

**Vacation & Absences:** Tuition is not adjusted for absences, vacations, holidays, illness, emergencies and/or inclement weather causing closures. This includes the week AEL is closed for Christmas.

**Withdrawals:** Should it become necessary to withdraw your child(ren) for any reason a written 2-week notice is required. A verbal notice will not be considered a withdrawal notification. A form can be provided at the front office at AEL.

**Tax Reporting/Receipts:** Tax I.D. # is 56-0787452. Statements can be generated from your Procure account.

I have read, understand, and agree to comply with Northside Academy for Early Learning's tuition payment policy. I understand that my financial responsibility is a key factor in maintaining a quality Christian environment for my child(ren). My cooperation enables the school to maintain a positive Christian testimony by having necessary funds to meet its financial obligations in a timely manner. I understand that Northside Academy for Early Learning hires staff and budgets for school related expenses based on projected enrollment and that a space is reserved for my child(ren) when the enrollment or re-enrollment process is completed.

**Child's Name:**

**Date:**

**Parent/Guardian's Signature:**