



**St. Norbert College Children's Center
Tuition and Payment Policy**

Please read and sign this document and return it to the St. Norbert College Children's Center.

CONTRACTING A SPACE: All families must declare which schedule of care they wish to use. Billing will be based on this selection. Any change in this selection needs to be made via email to the Center Director at least two weeks before the change. All changes will be based on availability. A change back to the original schedule may not be possible.

WITHDRAWAL: A two-week written notice for withdrawal is required. **Failure will result in a two-week tuition penalty at the child's current tuition rate.**

BILLING: Tuition is billed monthly on a prepay basis for 4/5-week cycles. You will receive an invoice via email each month with the due date specified. Any payment not made by the due date is considered past due and will be assessed a late pay fee.

PAST DUE ACCOUNTS: If payment is not received by Student Account Services at St. Norbert College by the due date, a **\$50.00 Late Pay Fee** will be added to your account. If this does occur, you will receive an email from Student Account Services stating that childcare services will be discontinued if the bill (and the late fee) is not paid in full.

NSF/RETURNED PAYMENTS: If a payment made on your account is returned (non-sufficient funds, inaccurate account number, closed account, etc.) a **\$25 non-refundable returned payment fee** will be charged to your account.

LATE PICK-UP FEE: Charges of \$1.00 per minute will be assessed to parents who leave their child (ren) beyond their regular scheduled pickup time or after closing. This applies to all types of care, full-time, part-time, and 4K. These fees will be added to your monthly statement. After three late arrivals care can be discontinued.

VACATION/SICK DAYS: Vacation/sick credits have already been figured into the price of tuition each year. Credits will not be given for absences due to illness (family or child), vacations, surgeries, etc. This includes absences due to a pandemic, and for mandated isolation or quarantine due to close contact with others. If the St. Norbert College Children's Center mandates closure in the event of a natural disaster or pandemic, credits will be given for the closure period.

HOLIDAYS: The days that the Center is closed for holidays are still considered days of attendance and tuition remains the same. **Exceptions:** 1. If the Children's Center is closed for one full week during Christmas no charges will be assessed for this week. 2. St. Norbert College employees will not be charged for Spring break if their child is not in attendance.

CHILDCARE REGISTRATION FEE: An annual \$100 per child registration fee will be charged. This fee is due each September and will be included on your September bill.

4K REGISTRATION FEE/DEPOSIT: An annual \$100 registration fee and a \$200.00 refundable deposit will be charged at the time of enrollment. The \$200.00 deposit will be credited to your final billing statement at the end of the academic year. **Failure to complete the academic school year (Sept-May) will result in the forfeiture of this \$200.00 deposit.**

I have read the above conditions and understand my financial responsibility to St. Norbert College Children's Center. This agreement shall remain in effect for the duration of the child's enrollment at the Center.

Parent's Signature

Date

Parent's Signature

Date