

Discovery Kidz Pre-School

3901 Spencer Hwy.

Pasadena, TX 77504

Tuition Contract

Child's Name: _____

Parent's Name: _____

Tuition: _____

NOTICE:

NCI Parents MUST be on a Monthly billing cycle.

Please circle one of the following payment cycles:

Weekly Bi-Weekly Monthly

The following are our tuition policies:

- Parents may choose to pay tuition on a monthly, bi-weekly, or weekly basis. Payment for tuition can be made in any amount as long as it is over the amount of one week's tuition. Registration and activity/supply fees should be paid upon enrollment or prior to start date of attendance.
- Tuition is paid in advance and due on the following payment basis:
Weekly – Due on Monday morning for the upcoming week. If a holiday falls on Monday, payment will be due Tuesday.
Bi-Weekly – Due on or before the 1st and 15th of every month. If a holiday falls on the 1rd or the 15th, payment will be due the next business day.
Monthly – Due on or before the 1st of every month. If a holiday falls on the 1st, payment will be due the next business day.
NCI Families: Your parent fee is due the 1st of every month, if other arrangements need to be made please speak with the office staff.
- Late Fees: \$10.00 will be charged to unpaid accounts on the 3rd business day of the billing cycles. Account balances that remain unpaid in the next billing cycle will be charged a \$10.00 fee again until the account is brought current. A 30 day notice letter will be sent to notify you of the delinquent account. We reserve the right to dismiss the child if the account is not brought current.
- A late pick up fee of \$1.00 per minute/per child will be assessed after 6:00pm and has to be paid the following business day.
- A \$25.00 fee will be charged on checks that are returned from the bank. We will only accept money orders, cash, or cashiers checks on accounts that have two returned checks.
- There will be **no reduction in tuition due to an absence other than vacation** (see Parent Handbook). **This includes sick days, holidays, in-service days, or emergency measures.** Absences do not warrant a reduction in tuition since the school must incur its operating costs whether a child attends or not.
- A two week notice is required in writing prior to your child's last day.
- Parents who fail to pay tuition on time are subject to be reported into a payment violators network that reports to credit bureaus.

I have read and acknowledge the policies regarding policies and payments of tuition as stated above.

Parent's Signature

Date

Facility Representative's Signature

Date