

## NPNS TUITION PAYMENT SCHEDULE 2018-19

Payment Due Dates	2's-2 Day AM	2's-3 Day AM	2's-4 Day AM/PM	3's-4 Day AM/PM	3's-5 Day AM	4's-5 Day AM	4's-5 Day Longer Day	Pre-K
<b>January 30<sup>th</sup> Due by 12:00pm</b>	\$1,614	\$2,360	\$2,815	\$2,504*	\$2,827*	\$2,620*	\$3,539*	\$5,507.50*
<b>June 1<sup>st</sup></b>	\$1,613	\$2,360	\$2,815	\$2,403	\$2,727	\$2,520	\$3,438	\$2,703.75
<b>October 1<sup>st</sup></b>	\$1,613	\$2,360	\$2,815	\$2,403	\$2,726	\$2,520	\$3,438	\$2,703.75
<b>Total Annual Tuition</b>	<b>\$4,840</b>	<b>\$7,080</b>	<b>\$8,445</b>	<b>\$7,310</b>	<b>\$8,280</b>	<b>\$7,660</b>	<b>\$10,415</b>	<b>\$10,915</b>

**\*A \$100 field trip fee has been included in your first tuition payment, if your child is in a Three's, Four's or Pre-K Class.**

Children who enroll in the program after the beginning of the school year will be charged tuition based on the following:

- Enrollment from September through November 30th – Full tuition will be charged
- Enrollment from December through February 28th – Two Thirds tuition will be charged
- Enrollment from March through June – One third of tuition will be charged

In addition to the tuition installment payments described above (and in the Tuition Agreement to be signed upon enrollment in the program), parents must agree to follow all school policies. Parents of two-year olds are required to stay with the child for the first four visits. These parent-teacher connections are the heart of best practices and part of NOROTON PRESBYTERIAN NURSERY SCHOOL philosophy.

All tuition installment payments must be received by NPNS by 3:00pm, as set forth above, on the due dates, with the exception of the first tuition payment, which is due by **12:00pm on January 31st**. I understand there will be no further official payment notices from NPNS other than this Tuition Agreement and it is my responsibility to ensure timely payment of my child's tuition installments. Failure to do so may result in my child's removal from the school which will be in the sole discretion of NPNS. **A late fee of \$50.00 is due if any tuition installment payment is not paid within two weeks of the due date on the above schedule (with the exception of the first payment, which is due no later than January 31st with the signed contract is non-refundable). Additional late fees will be incurred incrementally as outlined in the parent handbook.**

The first tuition installment payment is non-refundable and non-transferrable. **NPNS will not refund any part of the first tuition payment under any circumstances.**

If my child withdraws from NPNS during the school year, I agree to notify the Director of NPNS in writing as soon as possible. Regardless, I will remain liable for all tuition installments due under this Tuition Agreement unless both of the following events occur, (1) notification of my child's withdrawal is received at least 30 days prior to the applicable tuition installment payment due date, and (2) NPNS is able to fill my child's vacancy, within 2 weeks of receipt of my notification of my child's withdrawal from NPNS, with a student new to NPNS. (That is, if my child's spot is filled by transfer of an already enrolled student from another class, a refund will not be given unless the spot in the other class is filled). If both events occur (as determined by the Director of NPNS) then I will be relieved from future Tuition Installments. This tuition policy is applicable in all circumstances, including the second tuition installment payment, which will require me to notify NPNS of a withdrawal at least 30 days before the second tuition installment is due.

In the event my child's vacancy is not filled within 2 weeks of receipt of my notification of my child's withdrawal from NPNS, I will be responsible for the second and third remaining tuition installments set forth in this Tuition Agreement.

All payment refunds will be less a \$100 administration fee.

CHECKS are made payable to: NPNS  
And mailed to: 2011 Post Rd.  
Darien, CT 06820

OR placed in: **The Bookkeeper's Box in the Nursery School office**

A cancelled check is your receipt. WE DO NOT SEND TUITION DUE NOTICES, but if tuition is not received on time, individual reminders are issued. There will be an initial late fee of \$50.00 if tuition is not received within two weeks of the due date. Additional late fees will be incurred incrementally as outlined in the parent handbook, under financial policies. Tuition is the source of operating funds for the school.

Tuition assistance is available for the 3's and 4's programs (you **MUST** see the Director for the packet of information). All assistance is confidential.