



## 2024 – 2025 Tuition Contract

My child \_\_\_\_\_ is applying for the \_\_\_\_\_ class.

*A non-refundable deposit guarantees your child's spot. Applications are registered by date of receipt.*

- **TUITION PAYMENT.** Payments are to be delivered, mailed, or paid by automatic bank transfer to the school by the deadline. Checks should be made payable to: *St. Paul's Lutheran Church Preschool*. Please note your child's name on the check memo line.
- **PAYMENT DEADLINES.** Full payment is due by **August 15, 2024**. Half payment is due by **August 15, 2024** and **January 15, 2025**. If you need to make a different payment plan, please contact the Director's office at [director@stpaulsluthschool.org](mailto:director@stpaulsluthschool.org).
- **LATE PAYMENTS.** Tuition payments are considered late and subject to a 5% late fee if they are not received within five days of the due date.
- **NON-PAYMENT.** If a check is returned, you are expected to immediately cover it (and any service charges incurred). After one month of non-payment of tuition, if arrangements have not been pursued with the Director, your child will be required to withdraw from school until tuition is current. Interest will be added to the amount due and appropriate steps will be taken to recover unpaid tuition.
- **WITHDRAWAL.** Please notify your child's teacher AND the Director if your child will be withdrawing from school. Early withdrawal requires a 30-day written notice and a conference with the Director. ***Please note that early withdrawal does not negate your responsibility for the entire year's tuition as clearly stated on the Tuition Schedule & Payment Plan and in the Policy Handbook.***
- **FINANCIAL ASSISTANCE.** In certain circumstances, tuition assistance can be requested for payment of tuition. A letter of request is required as well as a completed Tuition Assistance Application. All such communications are held in strictest confidence between the Director, the Pastor, the School Board President, and the parent(s) involved in the request.

**Please sign and return below to indicate that you have read and agreed with the terms and conditions of the Tuition Contract.**

-----  
Parent Signature

-----  
Date