



Payment Policy Agreement

Monthly payments are due to Colonial School by the fifteenth day of each month. If **full** payment is not received by the fifteenth day of the month, your account will be assessed a \$25 late fee. In the event payment is not received on time, you will be contacted and asked to make payment arrangements. If a balance is in arrears for 15 days, a payment plan must be arranged. Failure to resolve unpaid balances within 30 days will result in dismissal from the program and your account being turned over to a collection agency.

You will be billed for monthly tuition and prepaid unlimited use Extended Day Program at the beginning of each month. Payment can be made through our billing software, Procure, in person, or over the phone. We encourage families to sign up for recurring ACH (automatic withdrawal from checking/savings), or recurring credit card payments, but also accept checks and cash. Please make checks payable to Colonial School. A \$25.00 fee will be charged for any returned checks; future payment by check will not be accepted until account balances are settled. Credit care payments are also accepted online.

You will be charged a one time supply fee charge of **\$150.00** on your first month's bill.

You may withdraw your child from the program at any time, however we ask for the courtesy of a 2-week notification. Your monthly tuition will be prorated if a 2-week notification is given. There will be no adjustments to tuition without a 2-week notification.

A 10% tuition (only) discount will be given for 2 or more children in the same family.

A 3% tuition (only) discount will be given for full year payment made before September 15th.

No refunds will be given for illness, vacation, or snow days. Missed days will not be made up.

Colonial School is a non-profit subsidiary of Community First Solutions. We are responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments from you in order to fulfill our commitment to all families.

I _____ have read and agree to comply with the Colonial Schools payment policy. I understand that payment in full is due by the fifteenth day of each month beginning September 15, 2022 and ending May 15, 2023 for a total of 9 payments.

Monthly payments may include charges in addition to tuition such as extended day program and late fees and are included in the balance due.

Parent Signature

Date

Child's Name

855 Stahlheber Road | Hamilton, OH 45013 | (513) 867-4006 | www.ColonialSchools.org