



Tuition Policy Agreement
2016-2017 SCHOOL YEAR

FAMILY NAME _____
Last, First

 Student's Name Class **2016-2017**

 Student's Name Class **2016-2017**

 Student's Name Class **2016-2017**

Return this form with registration form

ACKNOWLEDGEMENT:

We, the undersigned, have carefully read the TUTION AND FINANCIAL INFORMATION and the TUTION POLICIES, and do hereby acknowledge that we fully understand and will adhere to the terms and conditions of this policy as set forth herein:

 Father/Guardian's Signature
 Social Security # _____

 Date

 Mother's/Guardian's Signature
 Social Security # _____

 Date

Return signed agreement with registration

JOYFUL NOISE PRESCHOOL 2016-2017 TUITION POLICIES

While JNP strives to grow our vision and mission, we depend on our tuition dollars to keep the doors open. In order to simplify the process and be consistent, the Board of Directors of Joyful Noise Preschool has adopted a financial policy based off of the ELCA recommendations.

As most parents/guardians are aware, our financial commitments begin before a student actually starts classes. The due dates for tuition and fees are designed to allow us to meet these obligations. Accordingly, The Board of Directors has established the following policies regarding payments, charges, and refunds:

In the event of adverse circumstances parents/guardians are expected to contact the Preschool Director, Nicole Firth or the Finance Chair of JNP Board of Directors BEFORE a student's account becomes delinquent.

1. Any student with and overdue account from the previous year will not be permitted to attend class in September until the previous year's account is paid up to date or an alternative arrangement has been made with the Director and/or approved by the Board.
2. Each family must return a signed Tuition Policy Agreement with registration forms.
3. The payment options are:

OPTION 1

JNP TUITION AUTO PAY PROGRAM

There are **ten** tuition payments through Vanco's Simply Giving JNP Tuition Auto Pay Program

Payment 1 (10% of total tuition and \$55.00 material fee) is due upon acceptance to Joyful Noise Preschool; this payment will be processed on **August 1, 2016**

Payment 2 (10% of total tuition) **September 1, 2016**

Payment 3 (10% of total tuition) **October 1, 2016**

Payment 4 (10% of total tuition) **November 1, 2016**

Payment 5 (10% of total tuition) **December 1, 2016**

Payment 6 (10% of total tuition) **January 1, 2017**

Payment 7 (10% of total tuition) **February 1, 2017**

Payment 8 (10% of total tuition) **March 1, 2017**

Payment 9 (10% of total tuition) **April 1, 2017**

Payment 10 (10% of total tuition) **May 1, 2017**

OPTION 2

PERSONAL CHECKS

Payment 1 March 1, 2016 (10% of total tuition and \$55.00 material fee)

Payment 2 August 1, 2016 (45% of total tuition)

Payment 3 January 1, 2017 (45% of total tuition)

A **\$50 late fee** is charged for payments received after the 10th of the month.

Past due notices will be sent after the 15th of the month. If payment is not received by the 20th of the month an **additional \$100.00** will be assessed to your account.

4. Students with tuition accounts more than 30 days delinquent will be contacted by the JNP Director or the Finance Director to discuss alternatives available to the family.
5. **Tuition and fee payments may be made by the following methods:**
 - o **Option 1**
 - o **Option 2 mailed directly to Joyful Noise Preschool Zion Lutheran Church 2215 Brandywine Lane, York PA 17404**
 - a. Payments for non established monthly charges will be accepted by check or money order payable to Zion Lutheran Church and handed to Nicole Firth, directly.
 - b. Scholastic book orders and payments can be placed in drawers marked at the entrances of Joyful Noise. These checks are payable to Scholastic Books.
 - c. Fundraising forms and payments will be placed in the drawers located at the entrances of Joyful Noise. These payments are payable to Zion Lutheran Church or otherwise noted.
6. If a student changes his/her registered classes (add/drop) after August 1, 2016, your payment will be adjusted and you will be informed of your new tuition charges. JNP Tuition Auto Pay will be notified
7. The registration and material fees are non-refundable.
8. A thirty day written notice is required prior to withdrawal of a student. Final month of tuition will not be prorated. Failure to provide notice will result in charges of one additional month's tuition.

We thank you for your cooperation with this matter and of your continuing support to our mission and vision for Joyful Noise Preschool of Zion Lutheran Church.

The Board of Directors

KEEP FOR YOUR RECORDS