



Payment Agreement

Colonial Schools are a non-profit subsidiary of Colonial. 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.

- **Monthly payments are due to the Colonial Accounting Department on the first day of each month.** If payment is not received by the fifth 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 by the Colonial Accounting Department and asked to make payment arrangements.
- If payments for tuition/enrichment fees are 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 Enrichment Program a month in advance. If you use the Enrichment Program on a drop in basis, charges for the hours used will be reflected on your next month's bill.
- We gladly accept Visa, Master Card, checks and cash. Please make checks payable to Colonial Schools. Please include your child's name and the month for which you are paying on your check. A \$25.00 fee will be charged for any returned checks. Checks will not be accepted until account balances are settled.
- You will receive a one time "activity fee" charge on your first month's bill.
- You may withdraw your child from the program at anytime, 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.
- It is the policy of Colonial Schools that no information including transcripts will be released for any account with an outstanding balance.
- A student will not be permitted to begin attending a new year of classes until previous balances have been paid.
- A 3% discount will be given for full year payment made before the first day of the school year.
- A 10% discount will be given for 2 or more children in the same family.
- No refunds will be given for illness, vacation, or snow days. Missed days will not be made up.

I understand and agree to comply with the Colonial Schools Payment Policy.

Please return this form to the school office.

Parent Signature

Enrolled Child's name

Date