DEEP RUN PRESBYTERIAN NURSERY SCHOOL
TUITION STATEMENT & AGREEMENT

TUITION PAYMENT GUIDELINES- Deep Run Presbyterian Nursery School operates as a non-profit, church related organization and is funded entirely by the income generated through tuition. Tuition rates are based on the estimated yearly operating costs of the preschool program and are divided among the classes on a proportional basis. A deposit paid in the spring, is required to hold a class position for fall enrollment and Insurance Fees for the upcoming school year. This is a **NON-refundable deposit** that is collected and NOT included in your child's yearly tuition amount. Tuition payments will be collected 3 times a year, unless you have worked out a monthly payment plan with our school. Tuition payments are due on the 1st of each scheduled month.

Payment #1 is due by August 1st, covering September, October & November
Payment # 2 is due by December 1st, covering December, January & February
Payment # 3 is due by March 1st, covering March, April & May
*Tuition is set on a yearly basis. There will be no credit for illness, school holidays, personal vacations, or inclement weather.

LATE CHARGES: All tuition payments are due by the dates listed above. A late charge of $15.00 is assessed for payments received after the payment due date. If tuition and any other outstanding charges are not paid within 10 days of the date due, attendance at the School will no longer be permitted until tuition is paid in full for the past due amount and for the current period.

RETURN CHECKS: A service charge will be assessed according to our bank fees. In addition, a late charge will be assessed as reflected on the Fee Schedule, unless payment is received to cover the funds within three banking days of notification. If your check is returned two or more times with non-sufficient funds, you MUST make all following payments to our school by money order or a certified check or by cash (subject to the policy in "Cash Payments") for the remainder of the school year.

CASH PAYMENTS: For your protection, cash payments may be made only to the Director of the school or the administrative employee. If the payment is for an amount more than $5.00, it will be invalid unless you obtain a pre-numbered cash receipt from the School's cash receipt book which is completed in full and signed by the Director or such designated employee.

METHOD OF PAYMENT: Tuition may be made by check or money order made payable to **PCDR** (Presbyterian Church of Deep Run). Please have your child's first and last name and class listed on the memo line. This is especially important if other family members are making your tuition payments and their name does not match with a child registered at our school. Payments may be mailed to the school or sent to school in your child's folder.

WITHDRAWING FROM SCHOOL: If your child will no longer be attending our school, we require **ONE MONTHS** notice and that month's tuition payment must be paid in full. No refunds will be given without a discussion to our Nursery School Director and an agreement has been made.

PAYMENTS CAN BE MAILED TO:

Deep Run Presbyterian Nursery School
16 IRISH MEETINGHOUSE RD.
PERKASIE, PA. 18944

*I understand that enrollment in the DRPNS Preschool Program is contingent upon completing the required paperwork and payment of the NON-REFUNDABLE Registration Fee has been paid. This fee of $100 (Per Family) is used to cover insurance fees and is NOT part of your child's total yearly TUITION PAYMENT. Monthly payments are the same each month regardless of holidays, inclement weather or absences. Tuition is boxed on a yearly fee and is broken down into 3 equal payments to be paid from August through May. If paying monthly, you are expected to pay for 9 months of school (September-May).
*I also understand that my child's account must have a zero balance and be paid by May 1st to avoid any further charges.
*I agree to the above terms and conditions, including the obligation to pay to the School all charges for tuition and fees, and in all events to be responsible for the financial obligations of my child.

Name of Student:_____ Date:_____

Mother's Name_____ Signature:_____

Father's Name_____Signature:_____