

**WOODSIDE
TUITION POLICIES
2021 - 2022**

Tuition Deposits

Tuition for all Woodside school year programs is an annual amount that covers the period August 30, 2021 through June 15, 2022. Four weeks tuition is due as a deposit. The tuition deposit is refundable as follows.

June 1, 2021	Tuition deposit due (four weeks of the tuition).
June 15, 2021	If withdrawal or reduction in days or hours occurs by this date, a full refund of tuition deposit will be granted.
June 30, 2021	If withdrawal or reduction in days or hours occurs by this date, a refund of fifty percent of tuition deposit will be granted. The remaining fifty percent of tuition deposit may not be applied to other fees due (any tuition payment, security key deposits, late pickup fees, returned check fees, etc.)

If withdrawal or a reduction in scheduled days or hours occurs after June 30, 2021, no refund will be granted, and the deposit paid may not be applied to other fees due (any tuition payment, security key deposits, late pickup fees, returned check fees, etc.) In addition, if withdrawal or a reduction in scheduled days or hours occurs after August 30, 2021 (the first day of the school year), Woodside requires a two-week written notice of such withdrawal or reduction and requires payment of the full tuition during such two-week period.

Tuition Payments and Other Fees

Woodside offers families three tuition payment options.

1.The remaining tuition balance after payment of the tuition deposit may be paid in full at the beginning of the school year (August 30, 2021). Families paying tuition in full at the beginning of the school year will receive a three percent (3%) discount on the tuition balance due.

2.The remaining tuition balance may be paid in two equal payments due August 30, 2021 and January 1, 2022. Families paying tuition in two equal payments will receive a one and one-half percent (1.5%) discount on the tuition balance due.

3.The remaining tuition balance may be paid in bi-weekly ACH payments beginning on September 9, 2021 May 19, 2022. Please see payment schedule for the amount of the bi-weekly deductions. No discount is offered for this payment option.

Tuition payments are due on the first of each month. Payments are processed via a bi-weekly ACH withdrawal directly from your checking account. **ACH withdrawals will begin on September 9, 2021 and there will be NO transaction fee.** If you would prefer to pay by credit card or debit card you may do so through your myprocare portal. There is a 2% transaction fee for this. On the 16th day of the month, late fees will apply at the following rates: for balances under \$200.00 the late fee is \$25.00 and for balances over \$200.00 the late fee is \$50.00. Any

balance that is unpaid by the last of the month is subject to an additional \$25.00 fee. For balances over 45 days past due, child (ren) may not attend until payment is received in full. For balances over 60 days past due, your child (ren)'s spot in the program will be forfeited and offered to a family on the wait list. You will still be responsible for the entire balance due with any applicable late fees including any time that the spot was held for your child (ren).

Families may, from time to time, have difficulty making monthly tuition payments due to unforeseen financial circumstances. If an individual finds that he/she is unable to remit monthly tuition payments when due they must promptly notify Woodside's Business Manager so that an agreement can be arranged. Failure to notify the Woodside's Business Manager or to comply with the payment agreement within one month of the date a tuition payment was due will jeopardize a child's continued enrollment at Woodside School.

Bank charges in the amount of \$20.00 for any returned check will be reimbursed to Woodside. Tuition dollars are not refunded or credited for payment of other fees due for the following: holidays, illness, absences, vacations, inclement weather closings, withdrawal from classes, or reduction in days or hours. We cannot substitute days if your child misses a regularly scheduled day. Regularly scheduled parent conference or teacher workshop days are paid school days. No refund is available for these calendar days. Should unusual circumstances arise, families/individuals are encouraged to talk with either of Woodside's Center Directors or the Business Manager.

A **late fee of \$10.00** is charged for each fifteen-minute time period that a child is picked up late at the end of their program time. The late fee will be billed to your account.

For children leaving at 12:30 this fee will commence at 12:30

For Pre-K leaving at 3:00 this fee will commence at 3:00

For children leaving at the end of the day this fee will commence at 5:30

Scheduled days may not be switched. Children may attend for extra days at their current daily rate (on an available space basis). Extra days must be approved in advance by the Director or Business Manager.

If you require record of payment for reimbursement, please contact the office directly. Woodside's Tax I.D. Number is 02-0337751.

Parent/Guardian Signature _____

Date _____

Printed Name _____

Child(ren)'s Name _____