

**WOODSIDE  
TUITION POLICIES  
2020 - 2021**

**Tuition Deposits**

Tuition for all Woodside school year programs is an annual amount that covers the period August 31, 2020 through June 16, 2021. One-tenth of the annual tuition is due as a deposit and will be credited toward the June 2021 payment due on your child's annual tuition. The tuition is refundable as follows.

<b>June 1, 2020</b>	Tuition deposit due (the amount of one-tenth of the annual tuition).
<b>June 15, 2020</b>	If withdrawal or reduction in days or hours occurs by this date, a <b>full refund</b> of tuition deposit will be granted.
<b>June 30, 2020</b>	If withdrawal or reduction in days or hours occurs by this date, a <b>refund of fifty percent</b> 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, 2020, 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 31, 2020 (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 31, 2020). 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 31, 2020 and January 1, 2021. 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 nine equal payments due the first of each month September 2020 through May 2021. No discount is offered for this payment option.

**Tuition payments are due on the first of each month.** Payments are processed via an ACH withdrawal directly from your checking account. **If you choose, ACH withdrawals may be done in equal installments on the 1<sup>st</sup> and 15<sup>th</sup> of the month, there is a \$0.75 fee for transactions on the 15<sup>th</sup> of the month.** 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 16<sup>th</sup> 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 \_\_\_\_\_