

Tuition Payment Procedure for St. John's Lutheran Pre-School

Please read and make sure you understand these guidelines.

1. All payments will be deducted from your checking or savings account as per your instructions on the attached form. A \$75 fee is required at the time of enrollment. Please attach a voided check.

The amount of your payment is determined by the number of days and sessions you indicate on the attached form.

The total number of days you use in the whole year will be divided by the total number of payments you have indicated on the attached financial form.

*Please note: we do not deduct for absences.

2. Your payment will be the same for every scheduled payment as it is an average for the whole year and not week by week or month to month.
3. Once payment is entered into the automated system, you will receive an email telling you the amount of your payment and the first and last payments for the year per your indication on the attached form. A copy of the attached financial form will be sent home in your child's folder.
4. Should you withdraw from the program, it will be determined if you are owed a refund or if there is a balance still remaining based on your payment history and days in session used thus far (excluding absences).
5. If we are unable to withdraw the scheduled tuition due to insufficient funds or account changes you have made, you

will be notified by email and note in your child's folder. Your child will not be allowed to attend further sessions until payment is made.

6. If insufficiency continues to present a problem, your child will not be able to continue in the program.

I have read the information above and understand how St. John's Lutheran Church and School will be deducting tuition payments. I understand that insufficient payment may result in my child's exclusion from the program.

Parent's Signature

Date