**FINANCIAL AGREEMENT BETWEEN LEARNING TREE SCHOOLS INC**

**AND** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_parents of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGISTRATION FEE**

In enrolling my child(ren) I understand that there is a registration and materials fee of $75.00 per child, due upon enrollment.

**DAYS AND HOURS OF ENROLLMENT**

Students enrolled full-time may come any days and hours that Learning Tree is open. Students enrolled part time may only come on the days and hours for which they have registered.  These days and hours may not be refunded for any reason; days may be exchanged if space is available and will incur a $10 fee for each day that is changed. If other days or hours are needed I understand I must pay an additional fee of $10 per hour or $65.00 per day for the time. This option is not guaranteed and operates on a space available basis. All tuition is due regardless of attendance.

**WEEKLY TUITION**

I understand that I may choose to pay weekly, in advance. I agree to pay the posted weekly tuition amount which is due on Monday. A late fee of $15.00 will be charged to my account if tuition is not paid by Wednesday at 10 am. If weekly tuition is not paid in full by Friday evening at 6:00 pm, automatic lock-out will occur. When lock-out has occurred, I understand that I may not leave my children until my balance is “0” on the computer. I understand that this may involve paying tuition in advance for the next week.

**MONTHLY TUITION**

I understand that I may choose to pay monthly, in advance. I agree to pay the posted monthly amount which is due on the 1st day of the month. A late fee of $35.00 will be added if tuition is not paid in full by the 10th of the month. If monthly tuition is not paid in full by the 12th of the month automatic lock-out will occur. When lock-out has occurred, I understand that I may not leave my children until my balance is “0” on the computer.

**AUTOMATED PAYMENTS**

I understand that I may choose an automated payment option. This involves signing a consent form allowing Learning Tree to automatically charge my credit/debit card or deduct the funds from my bank account. With this option, my full balance including any added fees will automatically be paid on Tuesday mornings if I am billed weekly and on the 5th of each month if I am billed monthly.

**COLLECTION COSTS**

If I leave with a balance owing and my account is turned over for collection, I agree to pay collection costs of 40% of the amount owed, plus all court and legal fees.

**VACATION**

I understand that I have 1 vacation week per calendar year, after I have been enrolled for six consecutive months. A vacation week is defined as 5 consecutive school days when my children do not attend and I do not pay. Tuition is charged for all other time, regardless of attendance.

**WITHDRAWING MY CHILD(REN)**

I understand that I must give a 1 week notice before withdrawing my child(ren) and that I will be responsible for the tuition up through Friday of the week following my notice. If I should withdraw my child(ren),  I understand that I will be eligible for (but not guaranteed) re-enrollment after 30 days. I understand that to re-enroll I must pay the $75.00 per child registration fee again.

**BEFORE/AFTER HOURS CHARGES**

I understand that Learning Tree’s hours are 6:30 am to 6:00 pm. If my child(ren) are left at the center before or after these hours I understand that the computer will bill me and I will pay $2 per minute per child. I understand that this will include time my children may have to wait for AN AUTHORIZED PERSON WITH VALID ID TO PICK THEM UP.  These fees must be paid the week they are incurred in order to avoid lock-out.

**DIAPERS AND WIPES**

If my child is in diapers, I agree to bring at least 20 diapers per week. If I run out of diapers and my child uses Learning Tree diapers, I agree to pay $1 per diaper. I also agree to provide a box of baby wipes every month on the 1st of the month. If I do not bring wipes, I will be billed $5 on the 10th of the month.

**CASH AND RETURNED CHECKS**

I understand that for security reasons, Learning Tree does not accept cash payments. . I understand and agree to pay a fee of $25 when any check or automated payment is returned unpaid.

**I HAVE HAD A CHANCE TO ASK QUESTIONS ABOUT THIS AGREEMENT AND MY QUESTIONS HAVE BEEN ANSWERED TO MY SATISFACTION. NO VERBAL PROMISES CONTRARY TO THIS AGREEMENT HAVE BEEN MADE TO ME. I AGREE TO ABIDE BY THIS AGREEMENT AND I HAVE RECEIVED A COPY OF THIS AGREEMENT.**

**Parent’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Parent’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

**Updated 10/2024**