

**Notre Dame Early Learning Center Registration Form
And Tuition Policies
Academic Year 2010/2011**

The Early Learning Center is enrolling students for the coming academic year. The Preschool tuition for the year is \$7,255 for one child with a 20% sibling discount for the second child and additional siblings. Kindergarten tuition for the year is \$8,925.00 with a 20% discount for the tuition of the second child and additional siblings.*

There are two fees required with the enrollment form.

- The registration fee is \$200.00 for the first child and \$150.00 for each additional child. This fee is non-refundable.
- There is a deposit of \$600 per child, which is not refundable after June 1, 2010. This fee is applied to your 2010-2011 tuition.

In order to hold placement, the registration fee and deposit are due by March 31, 2010 for continuing students. April 13, 2010 is the due date for families new to the school. **Checks are payable to Notre Dame de Namur University**. Please note on the check that it is the *registration fee and deposit for ELC 2010/2011*. The checks may be hand delivered or mailed to the ELC office.

___ A.M. Class ___ P.M. Class ___ Kindergarten

Registration fee and deposit:

1 child \$800.00
2 children \$1550.00
3 children \$2300.00
4 children \$3050.00

Please confirm by signing below that you have read the summary of Tuition Policies attached. Please return this form with your check.

I have read the ELC Parent Handbook and understand the school policies.

Parent Signature: _____

Father's Full Name (Please print) _____

Mother's Full Name (Please print) _____

Email address: _____

Child's name _____ DOB _____ Fee _____

_____ DOB _____ Fee _____ Cell phone# _____

_____ DOB _____ Fee _____

_____ DOB _____ Fee _____

* Family members will include legally adopted or legal stepchildren; non-traditional families will be reviewed by the Provost or the Dean of the School of Education and Leadership

For use by ELC only Fees Paid/Date



Summary of Tuition Policies for Academic Year 2010/2011

Registration fee and deposit

In order to hold placement, there is a registration fee of \$200 for each academic year for the first child and \$150.00 for each additional child. This fee is non-refundable. In addition, there is a deposit of \$600 per child, which is non-refundable after June 1, 2010. The deposit is applied against tuition. After June 1, the tuition deposit is non-refundable and non-transferable, even if you withdraw your child from the Early Learning Center prior to the start of the program for which your child has been enrolled.

Obligation for Full Annual Tuition

You are liable for the full annual tuition on August 1, 2010. You may elect to pay the full annual tuition on August 1 or you may arrange with Tuition Management Systems to pay the tuition in installments. However, by signing the Enrollment Contract, you are obligated for the full amount thereof.

Sibling Discounts:

There is a 20% tuition discount for each additional sibling.

Late Payment or Delinquent accounts

In the case of delinquent accounts or late payment of fees, the child may not be permitted to attend school. The child's return will be conditional on payment of all past due amounts including collection fees, and the continued availability of a space in the classroom, which the school does not guarantee.

Withdrawal from School

Voluntary withdrawals

- If, after the first day of school, you withdraw your child from the Early Learning Center for any reason, you shall remain liable for the full tuition for the 2010-2011 academic years. The Early Learning Center shall use its best efforts to fill the classroom space vacated by your child with a suitable replacement student and will refund to you a proportionate amount of the tuition, less the tuition deposit, in the event this occurs.

Involuntary withdrawals

- If during the academic year, there is an administrative withdrawal initiated by the Early Learning Center, the child's tuition will be the greater of \$1,000 per child or the prorated weekly rate (tuition/number of weeks)

Medical Leaves/withdrawals

- Medical leaves/withdrawals will be reviewed on a case by case basis.