

FAMILY  
NAME \_\_\_\_\_

NURSERY SCHOOL OF THE UNITED METHODIST CHURCH  
180 West Neck Road  
Huntington, NY 11743

## **FINANCIAL AGREEMENT – SCHOOL YEAR 2019 - 2020**

1. **Registration Fee; Tuition Deposit.** A registration fee of \$75.00 **per child** and a tuition deposit of \$200.00 **per child** are required upon enrollment in the Nursery School of the United Methodist Church (the “Nursery School”). The tuition deposit will be applied to a future tuition payment according to the Nursery School’s payment schedule, a copy of which is attached hereto.
  
2. **Refunds.** The registration fee is not refundable.[1] The tuition deposit and any other tuition payments are not refundable, subject to the exception described immediately below.[2] If special education or health circumstances require a child to withdraw from the Nursery School, then the Nursery School may, in its discretion, refund such child’s tuition deposit and/or pre-paid tuition. All requests for pre-paid tuition and/or tuition deposit refunds must be made immediately upon a child’s withdrawal from the Nursery School, and must be supported by corroborating documentation from a health care provider or educator. If a child withdraws from the Nursery School and subsequently wishes to re-enroll, then, subject to availability at the Nursery School, a second registration fee and tuition fee (totaling \$275.00) will be required upon such child’s re-entrance (even if such re-entrance is within the same school year). In the case of re-enrollment, any tuition payments made before the date of withdrawal for months for which the child did not attend the Nursery School will be credited to the child’s account less two month’s tuition payments.
  
3. **Frequency of Tuition Payments; Requirement for Current Accounts.** Tuition payments are to be made in monthly, semi-annual or annual installments over the course of the school year, each in accordance with the Nursery School’s payment schedule. Regardless of whether you elect the monthly, semi-annual or annual payment plan (each as described below), your child’s account must be current in order for your child to attend the Nursery School.
  - (a) **Monthly Installment Plan.** If you elect the monthly installment plan for payment of tuition, then you will be required to make 10 separate tuition payments to the Nursery School. The payments are due on May 1, 2019, June 1, 2019, September 1, 2019, October 1, 2019, November 1, 2019, December 1, 2019, January 1, 2020, February 1, 2020, March 1, 2020 and April 1, 2020. The tuition payments due on May 1, 2019 and June 1, 2019 must be received by the Nursery School prior to the commencement of the 2018-2019 school year. Furthermore, if

the June 1, 2019 tuition payment is not received by June 14, 2019, then your child will forfeit his/her spot in the Nursery School for the 2019-2020 school year.

(b) **Semi-annual Installment Plan.** If you elect the semi-annual installment plan for payment of tuition, then you will be required to make two (2) separate tuition payments to the Nursery School. The payments are due on May 1, 2019 and November 1, 2019. The May 1, 2019 tuition payment must be received by the Nursery School prior to the commencement of the 2018-2019 school year. If such payment is not received by June 14, 2019, then your child will forfeit his/her spot in the Nursery School for the 2019-2020 school year.

(c) **Annual Installment Plan.** If you elect the annual installment plan for payment of tuition, then you will be required to make one (1) tuition payment to the Nursery School. The payment is due on May 1, 2019. The May 1, 2019 tuition payment must be received by the Nursery School prior to the commencement of the 2018-2019 school year. If such payment is not received by June 14, 2019 then your child will forfeit his/her spot in the Nursery School for the 2019-2020 school year.

4. **Accounts in Arrears.** Regardless of whether you elect to pay tuition in monthly, semi-annual or annual installments, if at any time your child's account is in arrears by five (5) or more calendar days, the Nursery School will impose a \$30.00 LATE FEE to your account. If tuition is not received within twenty-one (21) days of the due date thereof, the Nursery School will discontinue enrollment of your child. If a child's account is in arrears, such child will not be entitled to register or otherwise participate in enrichment classes or attend field trips until such time as his/her account is made current.

5. **Returned Checks.** A \$25.00 fee will be imposed for all returned checks. Returned checks will NOT be re-deposited. Either a bank check or money order, including the \$25.00 returned check fee, must be remitted immediately to the Nursery School upon notification that a tuition check was returned.

6. **Instructions for Payment.** Please make checks or money orders payable to the Nursery School of the United Methodist Church. Payments may be either (a) deposited in the Nursery School box next to the Church Office or (b) mailed to the Treasurer at the address below. Only checks or money orders will be accepted for payments. NO CASH payments will be accepted. Please do not give tuition payments to the Nursery School teachers.

Mail to:                                      Treasurer of the Nursery School of the United Methodist Church  
    180 West Neck Road  
    Huntington, NY 11743

7. **School Closings.** In the event that the school needs to be closed due to unforeseen circumstances, it is up to the discretion of the school as to how those days will be made up. No tuition reimbursement will be made for those days.

We, the parents of \_\_\_\_\_, accept the Financial Agreement with the Nursery School of the United Methodist Church.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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[1] Note, however, that if the class for which your child is registered is cancelled prior to the start of the school year, and the child cannot be reasonably accommodated in another class, then you will receive a full refund of your registration fee (and any tuition payments) upon written request to the Nursery School.

[2] For the avoidance of doubt, the registration fee, the tuition deposit and/or tuition payments made on behalf of a child may not be used to satisfy any payment obligation of another child enrolled in the Nursery School (even if such child is part of the same family).