



TUITION AGREEMENT

CREDIT CARD ON FILE

Child's Name: \_\_\_\_\_ Classroom: \_\_\_\_\_

TUITION AGREEMENT (please check one): \_\_\_\_\_ Private Tuition \_\_\_\_\_ County Assistance \*\*\*

My child's schedule will be (check all that apply): \_\_\_\_\_ Full days \_\_\_\_\_ Half Days (4 hours) \_\_\_\_\_ School Age
\_\_\_\_\_ Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri

\*\*\* If receiving County Assistance, please read and sign the Creative Early Learning Center / ODJFS Program Agreement.

I \_\_\_\_\_ hereby enroll \_\_\_\_\_ in the \_\_\_\_\_ program at the Creative Early Learning Center, Inc. In entering into this agreement, I agree to conform to the rules and standards of the Creative Early Learning Center, Inc. I agree to pay \$ \_\_\_\_\_ per \_\_\_\_\_ so that my child may participate in our program. I understand that payment is due on Monday by 6: 00 p.m. and is payable in advance on a weekly basis. Non payment for services may not exceed a one week period or your child will be terminated from Creative Early Learning Center, Inc. Re-enrollment will depend on space available and payment of tuition fees. Payment for services may be deferred under the following circumstances:

- If your child will not be in attendance for brief periods (such as vacation) provided that the school has been notified no less than two weeks in advance. \* refer to Parent Handbook
If the child is withdrawn from the school provided that the Administrator has been notified no less than two weeks prior to the termination of services.

The Creative Early Learning Center, Inc. reserves the right to terminate services for failure to conform to the policies of the school.

PAYMENT OPTIONS

We provide various payment options for your convenience: online pay (CELC website); cash, check, credit, debit and automatic credit card payment. However, whatever form of payment you choose, an activated credit/debit card must be kept on file to be used as a backup for any unpaid weekly tuition fees. This is an effort to save time and provide our school with a financial quality control measure. All credit/debit cards placed on file will be stored on our secure online credit processing software. Your card on file will only be charged on Thursday mornings if there is an outstanding balance. If the card on file is not active, we will unfortunately have to refuse service until the balance is paid in full and an active card is placed on file again. An additional \$10 service fee will also be added to the transaction at that time bringing your account current.

PLEASE CHECK ONE BELOW:

- Yes, I would like to do recurring payments. All recurring payment clients are charged each Monday for the current week of tuition.
No. I will not be doing recurring payments, but will be paying my weekly fees with another payment option, but understand the credit card on file will be used as a backup for any unpaid fees.

CARD TYPE:

CARD INFO:

\_\_\_\_\_ Visa Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
\_\_\_\_\_ Master Card Expiration Date: \_\_\_\_\_ / \_\_\_\_\_
\_\_\_\_\_ Discover Security Code: \_\_\_\_\_
\_\_\_\_\_ American Express Weekly Amount to be charged: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Phone #: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Billing Address: \_\_\_\_\_ (Street address) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Email Address Mother/Guardian: \_\_\_\_\_ Email Address Father/Guardian: \_\_\_\_\_

Child(ren) Names: \_\_\_\_\_

Table with 2 columns: Signature and Date. Rows for Parent/Guardian Signature and Director Signature.