



FriendShip Preschool Tuition Policy

FriendShip Preschool is a non-profit, church-based preschool program. As such, we depend on our students' tuition to fund our program. Planning, purchasing, and hiring decisions are made based on the tuition income for our expected enrollment each year. Significant changes to our enrollment throughout the year, or delays in tuition payments, affect our ability to provide the quality early childhood education that families have come to expect from FriendShip Preschool. For this reason, tuition is typically considered **non-refundable**.

We also understand that there are certain situations outside of one's control that would prevent a child from continuing at FriendShip Preschool or affect a family's ability to pay tuition on time. In those situations, the FriendShip Preschool Subcommittee may allow an exception to our policy. Our full tuition and refund policy is outlined below:

- 1. Tuition is due on or before the 1st of each month.**
 - Checks should be made payable to 'FriendShip Preschool'.
 - Payments can be given to your child's teacher or to the director, mailed to the school, or dropped off in the church office.
 - Families interested in setting up electronic payments should do so through their bank. We do not have the ability to accept direct deposits/transfers, but individuals can add FriendShip as a Payee and have an electronic check sent to the school directly from the bank.
- 2. Tuition payments received more than 5 business days beyond the due date are subject to a late fee of \$25.**
 - If a situation arises that prevents you from being able to pay on-time, please contact the director. If possible, an arrangement will be made to avoid the late fee.
- 3. Registration fees and tuition deposits are non-refundable.**
- 4. Tuition payments are generally considered non-refundable. An exception may be made in the following situations:**
 - Loss of primary income or change in financial situation
 - Family relocation outside of our area
 - Injury or illness that prevents a student from being able to safely attend school for an extended period of time
 - Death of parent, student, or sibling
 - School-recommended dismissal for behavior OR learning needs beyond the scope of what FriendShip can provide
 - Withdrawal before the start of the school year
 - Sudden change or loss of afterschool childcare beyond your control
- 5. Tuition paid in advance may only be refunded if one of the above criteria has been met and 30 days written notice has been provided to the director. The preschool subcommittee has final approval of tuition refunds.**
- 6. No refunds will be given beyond March 1st.**