



Mini University Financial Policies Effective September 2016

1. Registration Fee: **\$40/child** is charged when a child enrolls, uses Backup Care for the first time, or is placed on the waiting list. **\$40/child** is also charged in the future if a child has a temporary or longer withdrawal and wishes to re-enroll. Re-enrolling often occurs with school age children who return for the summer program. All registration fees are non-refundable.

2. Tuition Deposit: All families are charged a Tuition Deposit of **\$100/family** before their child's first day. This deposit assures Mini University that parents are committed to enrolling their children. In the future, after the child has been enrolled for at least one year, if **THREE WEEKS WRITTEN NOTICE** is given prior to the family's last day, the Tuition Deposit is credited to the account.

3. Monthly Tuition: Mini University tuition is charged on a monthly basis for the schedule a family has selected for their child prior to the start of the month. Tuition, CO-PAYS, Subsidies, Grants, and Discounts are never pro-rated for partial months, but part time and full time schedules are available. Families enrolling or withdrawing **during** the month are charged Backup rates. **Discounts are available for private pay families selecting the full time Infant, Toddler or Preschool program.** Tuition rates are set annually (June-May or September-August), and families are notified if rates change. Subsidies, Grants and Scholarships are awarded for the time period as defined by the application.

4. Extra Days/Backup Care: Children on part time schedules who need additional days are charged for Backup Care if space is available. Backup rates are due on the day Backup Care is provided and are: **\$75/day** for Infants-Toddlers and **\$60/day** for Preschool-School Aged. Students enrolled in a Mini University School Age program are charged **\$25/day** for extra time, such as snow days and school breaks.

5. Late Fees: Avoid late fees by enrolling in **Tuition Express** and paying electronically! If the family account balance is not paid in full by the 5th of each month, a **\$25.00** late fee is charged to the account. **Services will be discontinued no later than the 10th of each month if payment has not been made in full.**

6. NSF Fees: There is a **\$30.00** charge for all **NSF checks**. There is a **\$10.00** charge for all **NSF ACH** transactions. Three occurrences in a one year period may result in disenrollment from the center.

7. Late Pick Up Fees: We appreciate those families who are respectful of our teachers and pick up their children before the center closes. All centers close no later than 6:00 p.m. and families must be out of the center by the posted center closing time or the following charges apply:

- ♦ **\$25.00 per child** is charged and due for each 15 minutes or fraction thereof the parent is late or still in the building after the center closes, up to 1 hour.
- ♦ No grace period is given and families will be disenrolled if this occurs more than 3 times/year.
- ♦ **Late fees are the responsibility of all parents at the time of pickup or before dropping off the child on the next scheduled day.** No other agencies or grants may be charged late fees—they must be paid by the family.
- ♦ The police will be notified to pick up any child left at the center more than 1 hour after the center closes.

8. Flex Schedule Charge – Only available at the MVH CCC for PHP Employees: Some PHP employees need more flexibility in selecting their child's schedule due to their own work schedule. PHP families choose a 2FD or 3FD program for their child and then may add the "flex option" for an additional **\$74/month/child**. This provides them the greatest flexibility in scheduling. By the 15th of each month, Flex Families must submit a monthly calendar, identifying the specific 2-3 days/wk they need for the upcoming month. If the schedule changes after the 15th of the month; Backup rates will be charged for any additional time or different dates requested if space is available.

9. Monthly and Annual Statements: Enroll in **Tuition Express**, and you have **24/7 access to your account balance and payment history.** Another great feature of **Tuition Express** is **automatic email receipts anytime a payment is made.** Statements can also be e-mailed to families upon request and end-of-year summary statements are also emailed to all families in early January.

Initials: _____

10. Change of Schedule Request: If space is available, families may *increase* their child's schedule quickly and easily by completing a "Change of Schedule Request" form at the office. Backup rates are charged for temporary increases. If a permanent increase is approved, the new monthly rate will begin on the 1st of the next month. Due to the center's waiting lists for some age groups, families should give as much advance notice as possible when a permanent increase is desired. Families who wish to *reduce* their child (ren)'s contracted program must submit a "Change of Schedule Request" by the 15th of the month prior to the desired change. This ensures appropriate billing and allows time for the center to fill the vacant space. Written approval/denial is provided to all requests.

11. Parent Referral Program: Refer another family and receive a GREAT referral gift after the new family has been enrolled for a month! See the Program Administrator about details and **THANK YOU for referring your friends and family!**

12. Responsibility for Payment: By enrolling in a Mini University program, a family accepts financial responsibility for the full tuition charges and all fees. Maintaining eligibility and completing all required paperwork in a timely manner for subsidy, grants and public funding is the responsibility of parents. **Subsidy and grants may not be used to pay for any Backup Care.**

13. Payment Methods: Monthly Tuition, including all CO-PAYS for publicly funded families, is billed on the 1st of each month. Upon enrollment, families select their **Tuition Express (TE)** method of payment. Options include automatic bank account authorization for electronic funds transfer, paying online by credit card and paying at the TOUCH clock-in device at all centers. *TE* provides families with the safest and most secure method of payment and gives families 24/7 access to account balance and payment history information. A semi-monthly option may be available to families that choose an automatic Tuition Express method.

14. Holidays & Center Closing Schedule: Each center follows a slightly different holiday closing schedule; however, **all are closed for six major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.** Regular monthly tuition is charged, regardless of the number of days per month the center is open and regardless of the child's attendance. **Each center also closes one day/year for professional development for our team.** This professional development day is often on a holiday, such as Columbus Day, Veterans Day or President's Day, or the Friday of the state early childhood conference (generally scheduled in April). See the Program Administrator and read the newsletter and signs posted within the center for more information about the current year's closing schedule. **Additional days** centers are closed are:

VALLEY: closed the day after Thanksgiving & Christmas. Limited spaces are available only to PHP employees.

COUNTY: closed Martin Luther King Day, President's Day, Columbus Day, Veterans Day, the day after Thanksgiving and approximately one week during the holiday break, (December 24 – January 1).

MIAMI: closed Martin Luther King Day, the day after Thanksgiving and approximately one week during the holiday break, (December 24 – January 1).

WSU: closed Martin Luther King Day, Veterans Day, the day after Thanksgiving and approximately one week during the holiday break, (December 24 – January 1).

15. Notification of Withdrawal: We never want families to withdraw until their child is too old for our educational programs, so if you ever consider this due to a problem, PLEASE SPEAK UP! We genuinely want to hear from our customers and appreciate the opportunity to resolve any concerns you have. But if you truly have to leave, thank you for giving one month's notice. When at least **THREE WEEKS WRITTEN NOTICE is given, after your child has been enrolled for at least one year**, the Tuition Deposit is credited back to your account. Please see the Program Administrator for paperwork and information about withdrawing. **If a family withdraws with less than three weeks notice, no refunds are given and the Tuition Deposit is forfeited.** If space is available and a family wishes to remain in the center during part of the next month, Backup fees are charged for these additional days. This policy also applies to families who pay the Tuition Deposit to confirm they will start their children on a specific date and program, and then later decide not to enroll. Notice is still required **three weeks** prior to the start date.

I have read, understand, and agree to abide by the above stated policies.

Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____