



# UDA Creative Arts Preschool 2022-2023 Account Contract

This contract is in effect for the UDA Creative Arts Preschool 2022-2023 Fall session. Starting on Wednesday, August 29, 2022, through May 19, 2023. It must be read, fully completed and signed for each account before enrollment of any student into the UDA Creative Arts Preschool program.

## PLEASE READ AND INITIAL EACH ITEM

- \_\_\_\_\_ **All accounts must submit a valid credit card at registration.** Account holders are responsible for providing up to date credit card information prior to all payment due dates (i.e. expiration dates, account changes, etc).
- \_\_\_\_\_ **My credit card expires on \_\_\_\_/\_\_\_\_/\_\_\_\_.** I understand I will pay a **LATE FEE** the following month if I do not provide updated credit card information prior to the due date, or if I do not notify UDA of a lost or stolen card prior to the due date.
- \_\_\_\_\_ **A late fee of \$15 or 5% (whichever is greater)** will be assessed on overdue balances. Accounts with an overdue balance 2 consecutive months will be moved to a prepay status and required to pay all fees 60 days in advance for the remainder of the session.
- \_\_\_\_\_ **Accountholders may choose to pay by cash or check if payment is made prior to the close of business on the last business day of each month.** Payments returned for Non-Sufficient Funds will result in credit card charges of the balance owed plus a \$25.00 NSF fee.
- \_\_\_\_\_ **Monthly tuition payments will be due BEFORE the last business day of the month.** Credit cards will be processed for monthly tuition on the 1<sup>st</sup> working day of each month. **EXCEPTION:** January 2023 tuition payments can be paid by check **ONLY** if a post-dated check is received prior to close of business on Saturday, December 19, 2022.
- \_\_\_\_\_ Upon completing your registration, it is understood that you will complete the nine month 2022-2023 Preschool year. If you need to withdraw at any time, you will need to complete the **UDA Creative Arts Preschool Withdrawal Form** and submit it to the office by the 20<sup>th</sup> of any given month. At that time your child will be removed from class. If you withdraw your child **after registering, the withdrawal fee will be \$200.** The day you withdraw is the day your account will be charged the withdrawal fee.
- \_\_\_\_\_ Refunds for overpayment of tuition and/or fees will only be given for medical withdrawals. All other open balances will be applied to tuition and/or fees for the balance of the calendar year.
- \_\_\_\_\_ Registration Fee of \$50 is due the day you register. Half of your Material Fees is also due at time of registration. **These two fees will hold your spot and they are NON-REFUNDABLE.** The remaining balance of your Material Fees is due on August 1, 2022. We will charge your credit card on file for this fee on August 1<sup>st</sup>. If you would like to pay with cash/check this will need to be turned into the office before July 31, 2022.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### BILLING POLICY

In addition to my Monthly Tuition, I understand I will be billed; August 1st – for the remaining balance of my Material Fees. I understand that registering for after preschool classes will add additional charges to my account. I also understand that I will need to complete the after preschool class participation form.

Circle One: Visa    MasterCard    Discover

Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_

CVS Code: \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_