

# Agassiz Baldwin Children's Programs 18-19 School Year Tuition Policies



Agassiz Baldwin  
Community

## Deposit and Monthly Tuition

- Upon enrollment, all families must pay a non-refundable deposit equal to one month's tuition. This deposit covers June 2019 tuition.
- Invoices will be delivered on the 15<sup>th</sup> of prior month. Tuition is due by the 1st of each month. If you have not paid by this date, you will be charged a late fee of \$25. Families are encouraged to enroll in the Automatic Withdrawal option to avoid late fees.
- Failure to pay monthly tuition will result in being dropped from the program.

## Changes in Enrollment or Early Withdrawal from Program

- To make adjustments to your enrollment, you must complete an Enrollment Change Request Form and submit to Registration. Changes must be approved before they go into effect and will be subject to availability. A \$15 change fee will be applied.
- If you submit your request and it is approved by the 15<sup>th</sup> of the month before the change is to go into effect, the \$15 change fee will be waived.
- If you request a schedule change that decreases your enrollment after the 15<sup>th</sup> of the prior month, your billing will not be adjusted until the next month. (Example: If you change your schedule in January and you submit your request after December 15<sup>th</sup>, your billing will not be adjusted until February).
- If you request a schedule change that increases your schedule you will need to submit the difference in deposit toward June 2019.
- Early withdrawal of your child results in a forfeit of your non-refundable, non-transferable deposit/June 2019 tuition.

## Additional Afterschool Policies

- Full time families will be charged 50% tuition for Vacation Weeks to cover the cost of the full day programming. Part time families will be charged the full fee.

## Additional Preschool Policies

- Adding Lunch Bunch or Extended Day, either as a drop-in or a permanent schedule adjustment, will not incur an enrollment change fee.
- September tuition will be billed May 15<sup>th</sup> and is due June 1<sup>st</sup>. This tuition is non-refundable.
- Requests to "swap" a registered day with an unregistered day is pending availability and requires approval 7 days prior, otherwise a drop-in fee applies.

## Kindergarten Afterschool & Maud Morgan Arts Policies

Kindergarten Afterschool students will have several opportunities to be a part of Maud Morgan Arts classes as a part of their afterschool for no additional fee. Details about these opportunities will be communicated to families.

- To guarantee a spot for your child in a specific Maud Morgan Arts class you must register and pay for the class separately. There is no discount for afterschool students taking Maud Morgan classes.

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## **Additional Afterschool & Maud Morgan Arts Policies**

- If you change enrollment to replace afterschool days with Maud Morgan classes the enrollment change policies listed above will apply. If you choose this option, you will have to request days be added back to your child's afterschool schedule once the class is over, which will only be possible if there is space in the program. Spaces will not be held for students while they are taking Maud Morgan classes unless families are paying afterschool tuition.
- If you change enrollment to replace afterschool days with Maud Morgan classes the enrollment change policies listed above will apply. If you choose this option, you will have to request days be added back to your child's afterschool schedule once the class is over, which will only be possible if there is space in the program. Spaces will not be held for students while they are taking Maud Morgan classes unless families are paying afterschool tuition.
- Children enrolled in both Maud Morgan Arts and afterschool on the same day will not need to enroll in Snack 'N' Track.