


Agassiz Baldwin Children's Programs School Year Tuition Policies and Payment

Tuition Payments

Invoices for your child's tuition will be sent to the primary email address provided to us during the registration process. For classes with recurring billing, invoices will be sent out on the 15th of month prior. (Example: An invoice will be generated on 10/15 for November tuition). Additional invoices might be generated for late pick up, drop-in days, tuition increase fees, enrollment changes, etc.

Payment Options

ACH Withdrawal

 We highly encourage families to consider signing up for ACH (Automated Clearing House) payments. Once you sign up, Agassiz Baldwin will automatically deduct tuition from your bank account each month. It's convenient, secure, and ensures you never have to worry about a late payment fee. Using ACH also helps to support our children's programs because more of your tuition goes directly to the program rather than credit card fees. To learn more about ACH and to sign up, click [here](#).

Check

Please make all checks payable to Agassiz Baldwin Community. Checks may be mailed to 20 Sacramento St. Cambridge, MA 02138. For your convenience, you may also drop off a check in our parent/caregiver mailbox, located on the first floor of 20 Sacramento St. This is locked at all times and checked daily. The mailbox may be accessed during usual office hours, between 9:00am-5:00pm Mon-Fri. Please do not leave checks with program staff!

Online

You may pay online with a Visa or MasterCard by logging into your online registration account. Because credit card payments are made through a secure, third party online system, Agassiz Baldwin does not have access to your credit card information. This means you must log in and make a payment each month. Payments with a credit card may also be made over the phone but we prefer online credit card payments to avoid errors.

Contact Us

If you are having trouble logging into your online account or have a general billing/payment inquiry, please contact Jess at registration@agassiz.org or 617.349.6287 x28 from 9:00am-12:30pm.

Tuition Policies

Deposit and Monthly Tuition

- All families must pay a non-refundable deposit equal to one month's tuition. This deposit covers June tuition. If you withdraw from the program or reduce your schedule before June, this deposit is forfeited.
- Tuition is due monthly by the 1st of each month. If you have not paid by the due date, you will be charged a late fee of \$25. Families are encouraged to enroll in the Automatic Withdrawal option to avoid late fees.

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Changes in Enrollment

- All changes in enrollment must be submitted by the 15th of the prior month.
- To make adjustments to your enrollment, you must complete a [Change of Enrollment form](#) and submit to Registration. Changes must be approved before they go into effect and will be subject to availability.
- If you request a schedule change that decreases your enrollment, you will be charged a \$15 change fee. If you submit your request after the 15th of the 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 15th, your billing will not be adjusted until February).
- If you request a schedule change that does not increase or decrease your enrollment you will be charged a \$15 change fee.
- If you request a schedule change that increases your schedule you will need to submit the difference in deposit. If you submit your request by the 15th of the prior month, the \$15 change fee will be waived.

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.

Afterschool & Maud Morgan Arts Policies

- Afterschool students in all age groups will have several opportunities to be a part of Maud Morgan Arts classes or have choices taught by professional artists in the Maud Morgan Art Center as a part of their afterschool for no additional fee. Details about these opportunities will be communicated to families.
- If you want 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 longer a discount for afterschool students who are taking Maud Morgan classes.
- 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.