

School Year Program Registration Information and Tuition Policies

Updated 10.2.20

Permissions

Permissions and other forms are available here: <http://agassiz.org/childrens-programs/for-families>

The documents may be emailed to registration@agassiz.org or delivered to 20 Sacramento St. Cambridge, MA 02138.

Medical Records

Families must submit a copy of their child's last physical and immunization record, dated within the last two years, or have that documentation on file with their child's school. If your child has serious medical needs, allergies, and/or will need medication on site, download and complete an Individual Health Plan and Medication Consent Form (which will need to be signed by the child's physician.)

Tuition and Payment Policies

Credit Card Fees and Alternative Payment Options

To help us offset burdensome credit card fees, we are offering a discount to families who select "Pay Later" upon registering. By doing so, families will be given two alternative options to pay:

- **Automatic Clearing House (ACH).** Sign up for ACH by delivering a complete form with a voided check postmarked and/or delivered to Agassiz Baldwin Community within three business days of online enrollment. This will first draw the amount due upon enrollment, then will deduct tuition at each billing period.
- **Check or Money Order.** Send a check or money order in the amount of the deposit, postmarked and/or delivered to Agassiz Baldwin Community within three business days of online enrollment. We will send you an invoice for the remaining balance.

If ABC does not receive an ACH form or check for the amount of the deposit postmarked within three business days of online enrollment, your child will be dropped. ABC will approve a discount or issue a check for overpayment once tuition is paid in full through either ACH or check payments.

Refund Policy

Our program tuition will be billed every two weeks on Mondays starting 10/19 and includes a \$100 student fee that is non-refundable and non-transferable. If a family withdraws at any point before or during the two-week session, they will receive a 75% refund for remaining days but not the \$100 fee included in the tuition amount. We will not refund or reduce rates for general absences.

If we have to close the program, we will refund 50% for remaining days in that week of withdrawal, and fully refund any remaining weeks with the exception of the non-refundable \$100 student fee per two-week billing period.

Schedule Changes

All families requesting a withdrawal or schedule change will need to complete an Enrollment Change Request Form and submit to registration@agassiz.org for approval and processing. If a family increases their child's enrollment during the session, they will owe the difference in tuition for the days remaining in the two-week billing period, and recurring billing for future periods will be adjusted accordingly.

Late Pick-Up Policy

Our program pick-up window ends at 3:00 PM or 6:00 PM, depending on your child's schedule. If your child is not picked up by these times, you will be subject to Late Pick-up fees. We will charge a late fee of \$10.00 for the first five minutes of a late pickup, and \$5.00 for each additional five minutes thereafter.