

Texas Tech University Child Development Research Center

CONTRACT FOR PAYMENT OF FEES

FALL/SPRING 2016-2017

Child's Name: _____ Parent/Legal Guardian's Name(s): _____

	Infant/Toddler Classrooms	Toddler/Preschool Classrooms	Preschool Classrooms
Full Time:	Annual: \$7,000 10 Month: \$700	Annual: \$6,400 10 Month: \$640	Annual: \$6,000 10 Month: \$600
MWF:	Annual: \$5,180 10 Month: \$518	Annual: \$4,720 10 Month: \$472	Annual: \$4,420 10 Month: \$442
TTh:	Annual: \$3,470 10 Month: \$347	Annual: \$3,170 10 Month: \$317	Annual: \$2,970 10 Month: \$297

- A non-refundable registration fee of \$150.00 per child is payable at the time enrollment is offered to the family. Payment of the fee confirms the child's place in the program for the calendar year. Families enrolling at any time before or during the school year will pay this fee. There is no registration fee for enrollment in summer school.
- Tuition fees are based upon the total yearly cost of the program, mid-August through mid-May (nine months). The fees are based upon *approximately* 173 attendance days. You do not pay for days when the center is closed; however you do pay for instructional days when your child is absent.
- Tuition is paid on a monthly basis. **Payments may be made by check, money order or online via the payment link on the CDRC website** (we cannot accept cash), and may be mailed or delivered in person to the CDRC office. Tuition payments are due on the first attendance day of each month. Tuition accounts which are paid after noon on the 9th of each month (if the 9th is on the weekend, tuition is due by noon the Friday before) are considered past due and will be assessed a late fee of \$15.00 per child.
- Children whose parents fail to make payment by the 14th of the month can be excluded from participating in the program until the balance due is paid in full and will be readmitted with a \$50.00 re-enrollment fee. If the total amount due is not received by the end of the 21st day, the child's space in the program will be filled from the waiting list. If parents fail to render payments due, the CDRC will follow TTU's operating policies (OP 62.21, 62.04, and 62.31) regarding returned checks and debt collection.
- Once enrolled, each child is enrolled for the entire school year or balance thereof. If it is necessary to withdraw the child from the Center before Spring Break, **notice should be given in writing three weeks before the child's last day.** Tuition will be due through the end of the three week period. If such notice is given, any credit for tuition paid will be refunded. Without three weeks' written notice, no refund will be granted. If withdrawal is desired after Spring Break, no refund will be granted and parents are responsible for all remaining tuition through the end of the school year.
- In case of extended absence due to illness or accident, credit for tuition or refund of tuition may be arranged on an individual basis by CDRC Administration.
- Families who receive subsidy through CCS are expected to abide by CCS policies regarding tuition payments and attendance. Failure to comply with CCS or CDRC policies can result in rescinding the child's enrollment.
- Families who receive subsidies for child care from a 3rd party (other than CCS) are expected to abide by CDRC policies regarding tuition and fees and parents are held responsible for any and all tuition and fees in any case where the 3rd party does not make payments.
- Limited tuition assistance funds are available through the CDRC office. Contact administration if you are interested in applying.
- In the case of divorced or separated parents each parent is equally responsible for the full tuition payment – regardless of arrangements made between the two of them. *If separate bookkeeping is desired – see the office staff.
- Our policies include an additional fee for parents who do not pick up their children on time. A late pick-up fee of \$10.00 may be charged for the first 10 minutes or any part thereof, and then \$2.00 for each additional 5 minutes after scheduled pick-up time.

I understand and agree to abide by these terms.

Parent/Legal Guardian's Signature: _____ Date: _____

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