



Policy on Tuition Payments

May 9, 2019

BPCC has recently introduced multiple ways of paying tuition for the convenience of our families and for efficiency in processing. In addition we have scholarship funds available for families who need financial assistance in paying tuition. This policy updates our payment methods, fees, and consequences of late or non-payment of tuition. Parents enter into a contract with BPCC to pay for services, and this policy outlines the conditions of that contract.

Registration Fee:

In order to be added to our registration list and be assured placement in a class, the non-refundable Registration Fee must be paid. While we may accept a Registration Form without payment, the child is not registered until payment is made, and not assured a seat in their requested class. Failure to pay the fee will result in the child not being registered and not being able to attend class.

Activity Fee:

Activity Fees are due with the September and May tuition payments by August 1st or with the registration fee if a child enrolls during a school year.

Tuition:

September and May tuition are due by August 1. A late fee will be applied after August 15th. If the tuition is not received by the first day of school, the child will be unable to attend until tuition is paid.

Monthly tuition is due on the first of the month, and considered late on the 6th of the month. A late fee will be assessed on the 6th if tuition remains unpaid. If tuition is not paid by the end of the month, the child will be suspended until overdue tuition is paid.

Tuition Assistance:

Parents who encounter financial difficulties during the school year are strongly encouraged to contact the Preschool Director to discuss payment arrangements and possible financial assistance during the time of need. While we cannot provide assistance in all cases, we want to understand and work with parents who are having difficulty paying preschool tuition.

Tuition Billing:

Tuition Bills are posted on Procure dated the 1st of each month. The posting is active as of the 25th of the prior month, so if parents pay online (via MyProcure, see below) they will see the amount owed beginning on the 25th.

Methods of payment:

Cash is not accepted.

Our preferred method of payment is ACH Debit. There is no processing fee to parents for this service. Forms are included with the summer mailing to enroll in either Debit or Credit automated payments. This method of payment greatly reduces our processing time, and ensures that parents' payments are received on time each month. Automatic Payments are processed on the 5th of each month, or the first Monday after the 5th. Parents receive an automated email receipt when the payment is processed.

Online Payments via MyProcure:

Parents are encouraged to enroll in www.MyProcure.com by signing in with the email address given to the preschool. There they can access and update contact information, view and make tuition payments, and print reports such as an annual statement of preschool expenses. Payments made via MyProcure are transmitted to BPCC within one business day. There is no processing fee to parents for this service. Payments dated by the 5th of the month will not incur late fees.

Paper Checks and Money Orders:

We certainly accept paper checks and money orders! Parents preferring to pay this way should mail them or bring them to the office by the 5th of the month.

Consequences of Late Payment:

A late fee will apply for tuition remaining unpaid on the 6th of the month.

Consequences of Non-Payment:

Children whose tuition goes unpaid are ineligible to register for additional classes, camps, etc., or to register for the next school year. Tuition that remains unpaid by the end of the month may result in the child being denied admission to the school until the parents meet with the Director to discuss payments.

Refunds:

If a child is withdrawn from the preschool, their tuition for the month they are withdrawn is not refundable. Activity fees are refunded at 50% up to January 1, then not refundable. Prepaid tuition will first be applied to any outstanding tuition or fees, and the balance refunded within 15 days of the student's withdrawal.

Late fee as of May 2019 is \$25.00

Returned check or returned ACH fee as of May 2019 is \$15.00

Approved by Board of Directors

May 9, 2019