

## Tuition Payment Agreement

By signing this agreement, I, \_\_\_\_\_, acknowledge the following:

A) The Primeron utilizes electronic payments (automated or online) only. Cash is the only acceptable alternative form of payment and then only on a case by case basis.

B) It is the responsibility of the account holder to ensure that adequate funds are available in the account at the time of payment.

C) Batch payments (i.e. automatic Credit Card and ACH payments) will be run on Fridays for the following week. Automatic payments will therefore post the same day on Friday or the following Monday. Please note there will be a \$35 fee for every declined payment - in addition to late fees (see below). Please also note that we cannot accept American Express or Discover.

D) If you choose to make online payments by yourself, they must be completed by the close of business Monday. If payments are not completed by 11:59 pm on Monday, and there is a pending balance, late fees will be charged. Late fees (for both declined automated payments or late online payments) will accumulate at a rate of \$20 per day, including weekends (i.e. if you pay on Wednesday, your balance will be that week's tuition + \$40. If you pay on Friday, your balance will be that week's tuition + \$80.). If there are more than two late payments in any consecutive six-month period, you will only be eligible for automated payments.

E) We do recommend that you choose automatic payments (C above) as it will avoid late fees from accumulating. Please note that we will NOT be sending you invoices or reminders regarding tuition payments.

F) On time payments are useful in allowing us to focus attention on taking care of your children and not spending time communicating with parents about late payments. Please help us in this endeavor by making sure that your accounts (credit card or checking) contain sufficient funds. Thank you.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_