

Registration and Tuition Fees and Policies

The Lutheran Church of St. Andrew Preschool

15300 New Hampshire Avenue. Silver Spring, MD 20905

301-384-2660 lcsapreschool@yahoo.com

REGISTRATION FEE: The registration fee is due with the application. No applications will be accepted without a registration fee included. All registration fees are non-refundable.

Returning students: \$75

New Students: \$100

ONE MONTH TUITION DEPOSIT: A tuition deposit equal to one month's tuition is due *March 23, 2012*. If this deposit is not received by *March 23, 2012*, your reserved space in our program will be **automatically** cancelled. *If applying after March 23, the tuition deposit is due within 60 days of the time of application.*

The tuition deposit will be credited to your account as your *May 2013* tuition payment. This deposit is:

100% refundable up to *May 1, 2012*.

50% refundable from *June 1- July 15, 2012*.

After *July 15, 2012* the deposit is not refundable for any reason.

Tuition payments are due on the 1st of the month, September through April. Payments received after the 5th of the month are considered late and will be assessed a late payment fee of \$25. Payments not received by the 20th of the month will be assessed an additional late fee of \$15. There is no refund of tuition for a student's absence due to illness, vacation, holidays, or weather closures. In the event tuition is not paid for two months, you will be notified and your child will not be allowed to attend class until payments are current. If at any time you cannot make your tuition payment on time please speak to the director or treasurer in advance for assistance and alternate payment arrangements.

I have read and understand the Tuition and Registration Fee policies

Name _____

Signature _____

Date _____