

The Little Chief Learning Station Financial Policy

1. Tuition is due on the first day of each month. No bills will be issued. If you pay in cash, please ask for a receipt. If you pay by check, your cancelled check is your receipt. If your tuition is tax deductible, please keep track of your payments. The Little Chief will not issue year-end totals. **Our tax I.D. #22-3166211.** We will be happy to provide a receipt for parents who can use an account to reimburse tuition, such as a flexible spending account or union program. Please see Jo Ann Hickman.

Payments received after the 10th of the month will incur a \$15.00 late charge; payments received after the 20th of the month will incur a \$20.00 late charge.

2. The annual tuition is paid in 10 equal payments, before the 10th of each month; or the entire annual tuition can be paid in full prior to September 1st of the school year at a savings of 5%.
3. It is our policy to take a deposit consisting of a registration fee plus the final (10th) tuition payment of the year for which you are registering. Neither the registration fee nor the final tuition payment will be refunded if your child is withdrawn. The final tuition payment will only be refunded for early termination of enrollment if The Little Chief has made a recommendation for an alternate placement. In order to terminate enrollment, please notify Jo Ann Hickman or Jean Marie McCann of your child's last day at school. If you withdraw mid-month, you are responsible for a full monthly payment.
4. No credit is given for holidays, snow days, sick days or vacation days. These days do occur during the year and are unavoidable. However; they cannot be "made up" at another time.
5. Checks returned for any reason will incur a \$25.00 fee. If two checks are returned from the same family during any school year, we will require future payments in cash.

I acknowledge and agree to abide by the above set conditions of payment

Father's Signature: _____ Date _____
Driver's License#: _____ Last 4 digits SS# _____

Mother's Signature: _____ Date _____
Driver's License#: _____ Last 4 digits SS# _____

ALL PARENTS MUST SIGN AND RETURN THIS FORM, EVEN IF THEY HAVE PAID THEIR TUITION IN FULL.