

LATE FEE POLICY

Tuition payments are due by the 15th of each month. Any payment not in the payment box on or before the 15th will be assessed a \$25 late fee. All late fee notices and statements will be sent home with the student and also sent to the email address that is provided on the registration paperwork. The School of Early Learning reserves the right to withdraw any student who is behind on tuition and has failed to contact the School of Early Learning office to make arrangements. All payment arrangements will be recorded on paper, so please be sure to stop in the office to discuss options. You can make one time or recurring payments online at www.auburnumc.church. Be sure to reference your child's name when paying online. There will be a total of 9 tuition payments for the school year. Payment envelopes can be found in the basket on top of the tuition box located inside Door #2.

ALL payments must be placed in the tuition box located inside of Door #2 or paid online at www.auburnumc.church. Please do not place any money in your child's folder. Teachers are not responsible for removing any payments from your child's folder.

- If a tuition payment is not made by the date due, a \$25 late fee is assessed and must be paid when the tuition payment is made.
- Once an account is 1 month past due, the student may not attend class without paying the past due amount or making payment arrangements with the office.
- If an account is not brought up to date within 1 month after the first late tuition payment, the student will be withdrawn and the spot will become open for registration until payment is made in full or payment arrangements are made with the office.
- If a child is withdrawn, in order to begin school again, the past due amount must be paid, as well as the next month of tuition due. Please note, a new registration fee may be assessed.

If you are experiencing financial difficulty, please contact the school office, 260-925-2570, so that we can help by making payment arrangements with you to help avoid additional fees.