

Program Fees

There are 5 options for payment:

- 1) Fees paid in full. Due August 15.
- 2) Fees paid in 2 payments. Full fees divided equally between 2 payments. Due August 15, January 15.
- 3) Fees paid in 4 payments. Full fees divided equally over 4 payments. Due August 15, October 15, January 15, March 15.
- 4) Fees paid in 9 payments. Full fees divided equally over 9 payments. Due the 15th of each month August through April.
- 5) Fees paid over twelve months starting June 15. Full fees divided equally over 12 payments due the 15th of each month.

A Resource Fee for LEL and UEL is added to all August invoices.

Late Payment Policy

Program fee payments are due by the 15th of the month at 10 am. After a three-day grace period, a \$10 late fee will be added to your account each week. The late payment will be due with your next payment. Any other fees (i.e., late pick-up fees, returned check fees etc.) will be posted to your account on the date of occurrence and are also due with your next scheduled payment.

Invoiced program fees must be paid in full by August 31 in order to begin attending the first day of September programming.

After September 1 invoices are sent, any account not rectified within 1 month of the scheduled payment will be considered in arrears. If your account is in arrears, your child/children will be unable to attend MLLC starting the following Monday until your account is current. MLLC will hold the spot(s) for a two-week period before offering it to another family on the waiting list. Once the account is current, you can only re-enroll if the spot(s) has not been filled.

Refund Policy

Monthly program fees are non-refundable. If a child leaves the Learning Center for any reason and program fees have been prepaid in full, in 2 payments or 4 payments, a refund will be issued effective the 1st of the month following the child's removal.

Withdrawal Policy

A two-week notice is required before withdrawing a child from the Learning Center. Account must be paid in full before withdrawing—including your child's fees for that two-week period. MLLC reserves the right to cancel the enrollment of a child at their discretion, or for the following possible reasons:

Learning Center Initiated:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Special needs that we cannot adequately meet with our current staffing patterns. **
- Physical and/or verbal abuse of staff or children by parent or child.

Parent initiated:

A two-week written notice is required for release from contract. Withdrawal without a two week written notice will result in being charged for that time.

**The Learning Center will make every effort to accommodate the needs of all children. When the Learning Center cannot reasonably accommodate the special needs of a child without undue hardship or with the current staffing patterns, parents are contacted to discuss the concern.