



MENACHEM MENDEL ACADEMY
Early Learning Center

2023 SCHOOL POLICY & TUITION AGREEMENT

As the parent/guardian of _____, I agree to support and abide by the policies and philosophy of the Menachem Mendel Academy Early Learning Center.

I acknowledge and accept full financial responsibility for tuition payments and fees according to the payment option selected below:

- Option 1:** Annual Plan – 5% discount if paid in full without receiving any funds from a scholarship or STO.
- Option 2:** Monthly Plan – All tuition payments are due on the 1st day of each month, and will be considered late after the 5th day of the month. Any payment received after the 5th day of the month will result in a \$25.00 late fee. Failure to comply with this plan will result in ineligibility for the monthly payment option unless other arrangements have been made with the Director and approved by the MMA Administration.

Please initial:

_____ I/We understand that there will be a \$25.00 service charge for all returned checks and that, after two NSF checks, only certified funds or cash will be accepted for any future payments.

_____ I/We understand that, in the case of early withdrawal, two weeks' notice is required and that payments made prior to the withdrawal will be applied to the two weeks' notice period.

_____ I/We understand that tuition charges will continue whether the child is in school or not until I/we give written notice that the child is being withdrawn from school.

_____ I/We agree to pay tuition if my/our child (children) is (are) out of school for an extended period in order to hold a class position.

_____ I/We understand that refunds or credits are not given for student absences or holidays.

_____ I/We understand that MMA ELC has the authority to request a student's withdrawal from school whose behavior is not acceptable or appropriate for his/her age and classroom setting. A child may also be dismissed from school if he/she is not adjusting to the school environment or not responding to direction and correction of behaviors.

_____ I/We understand that no tuition refund will be made after November 1 for the first semester and April 1 for the second semester, regardless of payment option, and that no tuition refund will be made at any time if a student is dismissed or asked to withdraw from school for disciplinary reasons.

By signing this agreement, I understand the tuition fee will automatically be deducted from the checking account, savings account, or credit/debit card provided on the ProCare Automatic Deduction Authorization Form. Automating your payments frees up time and resources, allowing MMA ELC the opportunity to focus on Educational Programs for the benefit of our students. There are no discounts or reimbursements for days missed due to illness, absences, vacation, severe weather, emergencies, or during the holidays when school is closed.

Child's Name: _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature

Today's Date

Parent/Guardian Signature

Today's Date