UAH Early Learning Center
FINANCIAL AGREEMENT
SCHOOL YEAR 2018/2019

TO BE COMPLETED BY ALL PERSONS FINANCIALLY RESPONSIBLE FOR FEES AND TUITION. BOTH PARENTS/GUARDIANS MUST SIGN THIS AGREEMENT AND RETURN.

UAH Early Learning Center reserves the right, upon 60 days written notice to the persons responsible for this account, to increase the monthly tuition during the term of the Financial Agreement in the event it becomes necessary to do so, in the sole option of the Program, due to extraordinary increases beyond the control of the Program in costs of wages or other essential operating costs.

In consideration of the enrollment of the above-named child at the UAH Early Learning Center for the indicated school year, I acknowledge and agree to the following:

1. TUITION AND FEES:

A. Tuition
   Tuition and fees shall be paid in advance at the rates and amounts as they currently exist or as they may be revised in the future. Tuition shall be paid from the time of enrollment until the date of aging out from the program or withdrawal, provided, however, that a disenrollment form has been completed and has been given to the front office at least 10 days prior to withdrawal. If such notice is not given, tuition will be payable for an additional 10 business days after withdrawal. Tuition will not be pro-rated for extended absences or during times that the University of Alabama in Huntsville Early Learning Center is not in session. (See UAH Early Learning Center Handbook/Calendar).

B. Late Charges
   A late fee of $25.00 will be charged to your child’s account if the UAH Early Learning Center receives payment after the 10th of the chargeable month.

2. PAYMENTS AND BILLING:

A. Due Date
   Tuition must be paid monthly at the UAH Early Learning Center Office (cash/check) or Online by the 10th of each month or a late fee of $25.00 will be added. Payments for Before School/After School Care should be made separate from tuition.

   MAILED PAYMENTS SHOULD BE RECEIVED BY THE UAH Early Learning Center Office ON OR BEFORE THE 10TH OF THE MONTH OR A $25.00 LATE FEE WILL BE ADDED.
   Payments can be mailed to: UAH Early Learning Center
   301 Sparkman Drive, ELC 115
   Huntsville, AL 35899
B. Payment By Check
Checks should include the parent’s/guardian’s name, address, phone number.

Default
If the UAH Early Learning Center Office does not receive tuition, the following sanctions may be imposed:

Disenrollment – The child may be withdrawn from the Program. Reinstatement to the Program will be at the discretion of the UAH Early Learning Center Director and a representative from the University of Alabama in Huntsville.

Costs of Collection – The undersigned parent/guardian will be responsible for all costs incurred by The University of Alabama in Huntsville in order to collect tuition and/or fees overdue under this Agreement including, but not limited to, fees to Collection Agencies, Court costs, and attorney’s fees.

3. WITHDRAWAL POLICY:
Parents/Guardians may remove a child from enrollment of the Program upon 10 business days written notice delivered to the UAH Early Learning Center. A disenrollment form is provided for written notice and can be obtained in the office from the clerical assistant.

4. DISENROLLMENT:
The Program reserves the right to permanently remove a child from the Program at any time for non-payment of fees.

I hereby certify that I have read and understand all terms and conditions set forth in the Financial Agreement, and I hereby comply with all such terms and conditions. In the event of a default of any provision of the Financial Agreement, I agree to pay all reasonable costs of collection (including court costs and attorney’s fees) incurred by the Program.

I understand that my obligation to pay the fees described in this Financial Agreement is unconditional and that no portion of any such fees so paid or outstanding for a particular month will be refunded or canceled, regardless of the subsequent absences, withdrawal, or dismissal of the child from the Program during such month or any portion thereof. The RISE School & PALS Program within the Early Learning Center is a 12 month program, with tuition due each month from August 2018 through July 2019. The First Class Pre-K Program within the Early Learning Center is a 9 month program with tuition due each month from August 2018-May 2019.

I understand that any cancellation of the Financial Agreement by me must be in writing and meet all conditions stated in the Withdrawal Policy as stated above, and must be acknowledged by the Early Learning Center Director.
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FINANCIAL AGREEMENT
SCHOOL YEAR 2018/2019

Parents/Guardian of: _________________________________________________
Child’s Full Name

ACKNOWLEDGED AND AGREED TO:

母亲或负责方的签名 / 父亲或负责方的签名

Name Printed

Address: ____________________________________________________________
________________________________________________________
________________________________________________________

Mother’s Driver’s License # & Expiration

Father’s or Responsible Party’s Signature

Name Printed

Address: ____________________________________________________________
________________________________________________________
________________________________________________________

Mother’s Driver’s License # & Expiration

Please indicate the name & contact number of the person responsible for billing.

Name

Phone Number

Please check appropriate status: _____Student _____Faculty _____Staff _____Community

Current Enrolled Program: ____________________________________________

Monthly Tuition Amount: $735/$720/$705/$________ per child (please circle) _____initial

Before School / After School Care Monthly Amount: $80/$200 (please circle) _____initial

Budget Analyst

ELC Director