

New Explorers Learning Center

Financial Enrollment Contract

I/We _____, on this day choose to enroll our child/children,
_____(DOB: _____), in New Explorers Learning Center (NELC) and agree to
the following financial contract terms:

- A one time \$50 non-refundable registration fee, for each child enrolled.
- Tuition is due by 5:30pm on the 10th of each month before the month of attendance (payment by August 10th is for September). Should the 10th fall on a weekend day, tuition is due the following school day immediately after the 10th.
- If tuition is not paid by the due date (stated above) a \$5 late fee will be assessed for each weekday thereafter.
- If tuition and late fees are not paid by the 20th of the month, the enrollment space will be opened up to the next candidate on the waiting list. If this is an issue at any time, please contact TEENS, Inc.'s as Executive Director as soon as possible to discuss options.
- Payments that are returned by our bank will result in an additional returned check fee of \$40. This \$40 fee and tuition is due within 24 hours of notification made via e-mail.
- Included in tuition are any days that school is closed based on the annual calendar.
- If your child is sick or absent, you can make up that day within the next 5 school days so long as space is available. No refund will be provided for days that cannot be made up within 5 school days.
- No refund for days when NELC is closed due to inclement weather, utility failure, natural disaster or any other unforeseen circumstances.
- The NELC daily programs close at 1:00, 3:30 and 5:30. A \$1.00 per minute late fee will be assessed for each minute you are late. Please arrive in time to gather belongings, say goodbyes, and leave the Center by the program end time. Please respect staff needs by having a prompt pick up.
- Family agrees to provide at least 30 days notice for any reduction in enrollment. This allows time to advertise an open spot.
- For online Paypal payments a 2.5% finance charge will be added.
- For children enrolled in CCAP, the parent fee is required for days missed.

The following applies for families that pay full tuition (not included for families enrolled in CCAP)

- One time per year, tuition will be prorated for families who have a planned vacation of five to ten school days if they provide notification by the 10th of the preceding month (when tuition is due).
- Family emergencies lasting more than five school days will be evaluated on a case by case basis and a decision about a refund will be made by TEENS, Inc.'s Executive Director.
- For the months of December and May where school is closed for 4+ days tuition will be prorated (CCAP parent fees are not required for these days).

I/we have read and understand the terms of this financial contract and do hereby agree to the terms as stated therein.

Parent / Guardian Signature: _____

Parent / Guardian Signature: _____

Date: _____