



Student Name: _____
Enrollment Year 2026-2027

FINANCIAL AGREEMENT & TUITION EXPRESS

Automatic Draft from your Credit Card **OR** Automatic Draft from Bank Account

Email

- Once the office has set up your online account you will receive an email link from 'Procare Payment Service' to input your recurring payment method.
- Should you need to change your payment method you must request a new link from the Day School office

To properly affect the cancellation of this agreement, I (we) are required to give two (2) full weeks written notice. Please contact your Credit Union and Bank to verify account and routing numbers for automatic payment. Day School accepts Visa, MC, Discover (not American Express). It is the responsibility of the payer to update the school for account changes to avoid a \$25 re-processing fee. Returned payments will be charged a \$25 return payment fee regardless of the reason.

My signature below indicates I understand that:

1. **The registration fee is non-refundable under any circumstance.**
2. **The Advanced May 2027 Tuition payment must be made by June 17, 2026 in order to maintain my child's enrollment. This payment is non-refundable.**
3. Tuition is due on the 1st of each month. **There will be a \$25 late fee charged on payments received after the 5th of each month. Tuition not paid by the following month will result in your child not being allowed to attend until the past month and current month is paid in full.**
4. Day School uses Tuition Express for automatic payment processing
5. **Returned payments will be charged an additional \$25 re-processing fee – regardless of the reason for why the payment did not process. It is the responsibility of the payers to update account information in a timely manner.**
6. *The Parent/Guardian is responsible for paying tuition for the entire month regardless of days missed due to illness, vacations, natural disasters resulting in school closures, or other unforeseen circumstances resulting in school closures.*
7. Failure to pay tuition can result in termination from the program.
8. I agree to give two (2) full weeks' written notice at the time of withdrawal.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND/OR CREDIT CARD

I (we) hereby authorize Day School to initiate automatic draft from the account provided.

I understand that tuition is due and payable on the first day of attendance each month.

Parent/Guardian's Signature _____

Date: _____