

# The WELL Financial Policy- Annual Summary

## Annual Summary: 2022-2023

**Payment:** Monthly payments are due on the fifth or tenth to last day of each month. A Procure account is required for all families.

**Sibling Discount:** A 5% Sibling Discount is available for students in grades Kindergarten through 12, and our 5 day programs in The WELL. This discount applies to each sibling after the oldest enrolled child. Sibling discounts may not be combined with other tuition discounts of any kind.

**Application Fees:** A new student application fee of \$50, payable when an application is submitted, is required for each child. The child will then be placed on our waitlist and contacted once a position becomes available. Once offered a position, should a family need more time to begin care, a non-refundable holding fee of half the monthly tuition is required to be paid until the child is ready to enter care. Position may be held for a maximum of 3 months. In addition families will sign an enrollment agreement, and complete the enrollment process at TCS.

**Withdrawals:** Withdrawal from The WELL requires a 30-day written notice. Tuition will continue to be due for this notice period, and partial months of attendance must be paid in full.

**Eligibility:** A child may not attend until all required documents and forms are submitted.

**Delinquent Accounts:** Families who have missed one payment and have not made suitable payment arrangements will not be allowed to have their child(ren) attend. Non-payment in fees after one month will result in termination of child care. Re-instatement will require payment of the current month's fees as well as any delinquent tuition and/or fees. If a family discontinues Procure payments or in some other way has an interruption in Procure payments, the child will not be permitted to attend until suitable payment arrangements are approved.

**Non-Sufficient Funds:** If a Procure tuition payment is returned due to non-sufficient funds in the account from which it is scheduled to be withdrawn, Procure will reattempt the payment on the next occurring withdrawal date. For example, if a payment due on September 5 is returned, it will be reattempted on September 20. If the payment is returned again on the second attempt, it will be considered late and the family will receive notification. In such event, the family will have ten (10) days to either pay the past-due balance in full, or make other suitable arrangements. Children may not be permitted to attend unless resolution is complete per the procedure above.

Procure will assess a fee for each incidence of a returned payment. This is in addition to any fees that may be charged by the family's financial institution.