

TUITION PAYMENT PROCEDURE

The school registrar must receive the first tuition payment **and** the \$25 supply fee (per student) by August 1st, 2011 to keep your child's place in the Co-op. (Each family should have already paid the \$50 non-refundable registration fee at the time of registration). You will receive one reminder phone call if your payment has not arrived on time. On August 3rd the spot can be reopened and filled from the waiting list at the registrar's discretion.

Annual tuition is \$990. In addition, a \$50 non-refundable deposit is collected at the time of registration and a \$25 school supply fee is due with the first tuition payment. There are two tuition payment options. You may choose Option A and pay the year's tuition in 2 installments, or you may choose Option B and pay the year's tuition in 9 monthly installments of \$110. The Assistant Treasurer will post a notice at the school that tuition is due the first school day of each month, September through April. The collection envelope will be posted on the hall bulletin board. Tuition payments that are not received by the end of that week will be subject to a \$5.00 late fee. The late fee will be enforced unless you notify the assistant treasurer of any extenuating circumstances. You will also be responsible for reimbursing the school for any fees associated with a non-sufficient funds check.

Payment Option A

Check #1	\$495.00 + \$25 supply fee = \$520.00	Due 8/01/11
Check #2	\$495.00	Due 12/06/11

Payment Option B

Check #1	\$110.00 + \$25 supply fee = \$135.00	Due 8/01/11
Check #2	\$110.00	Due 9/06/11
Check #3	\$110.00	Due 10/04/11
Check #4	\$110.00	Due 11/01/11
Check #5	\$110.00	Due 12/06/11
Check #6	\$110.00	Due 01/03/12
Check #7	\$110.00	Due 02/07/12
Check #8	\$110.00	Due 03/05/12
Check #9	\$110.00	Due 04/03/12

Please keep this for reference throughout the school year

All checks should be made payable to the **Cooperative Preschool of Bay Village.**

The first check is due August 1st, 2011 and should be mailed to:

*Carrie Kuhlman
30846 Falkirk Dr.
Westlake, OH 44145*

All other payments should be dropped off in the hallway envelope at the school

The school Tax ID number is available upon request from the Treasurer.

