



## TUITION POLICY

Families accept the responsibility of tuition and are financially obligated for the payments when your child is enrolled at Harwood Center. Parents will not be able to register their children for the next school year if all financial obligations are not met for the previous year.

**Tuition** – Tuition costs are set annually and subject to approval by the Board of Directors. Due to contractual commitments to our teachers and staff as well as other annual expenses, families are required to satisfy their tuition payment.

Each family must choose one of the following **options** for tuition payment:

**Option 1: Payment in Full (5% discount off annual tuition): Due August 15<sup>th</sup> annually**

**Option 2: Payment monthly: Due 5<sup>th</sup> or of each month**

**Option 4: Payment bi-monthly First half due 5<sup>th</sup>/Second half due 20<sup>th</sup> of each month**

Harwood Preschool tuition rates are the same amount monthly regardless of the number of weeks in a month. Harwood is closed for two weeks in December and one week for fall, spring, & summer breaks. Discounts for the shorter months are factored into the annual tuition rate & spread out evenly over 12 months. Although some months are shorter, 3 months in the year have 5 weeks and tuition is not increased. All private schools in Memphis charge the same monthly rate regardless of the weeks in the month. This is necessary in order to operate the school and pay staff salaries.

Preschool monthly tuition fees remain the same regardless if there are closures for holidays, weather, or staff in services within the month.

Harwood Applied Behavior Analysis (ABA) Therapy program is a tuition based program. The fees assessed are calculated based on the number of therapy hours the parent/legal guardian agrees to on the tuition agreement. Since the fees are calculated based on therapy hours per month, the following months will be prorated for ABA tuition: August & December. Fall (Oct), Spring (March/April), and Summer breaks (May) are not discounted as 3 months within the calendar year have 5 weeks making up for the 3 weeks of missed

services for the aforementioned school closures. Should ABA therapy not be available due to an extended closing of one of the facilities in which Harwood is housed (for example, Vacation Bible School at Hope), we will offer a discount. Discounts will not be offered for closures due weather or unforeseen situations (power outages), unless the office determines the closure resulted in a significant lack of services received.

Tuition must be paid in advance and can be paid monthly or bi-monthly. Monthly payments are due by the 5<sup>th</sup> of every month. If you chose to make bi-monthly payments, 50% of the tuition is due by the 5<sup>th</sup> and the remainder is due by the 20<sup>th</sup>. Tuition should be submitted to the office manager or can be mailed to 711 Jefferson Memphis TN 38105. A late fee of \$10 will be assessed for payments made after the 5<sup>th</sup> or 20<sup>th</sup>.

Harwood is a non-profit program supported by grants, contracts, donations and tuition. We are unable to extend credit or ignore unpaid balances. Accounts that are 30 days overdue will be require payment prior to your child coming to the program. If you have a financial hardship and need some flexibility in managing your child's tuition, please discuss this with our Director and we will try to work with you to keep your child in school.

#### Late Payments

All payments are due on the committed due date. If payments are not received by the due date, a late fee of \$ will be assessed. Parents or guardians are responsible for meeting the tuition obligation on a timely basis. In cases of financial crisis or valid hardship, it is the responsibility of the parent or guardian to notify the so that special arrangements and/or adjustments to the agreement may be discussed. It is a priority that communication be made prior to the scheduled payment due date.

#### Tuition Delinquency

Consequences of a delinquent tuition account, wherein alternative arrangements have not been made will lead to dismissal from the program. Accounts that are 30 days overdue will be require payment prior to your child coming to the program.

To register for the upcoming school year, a family must complete a registration form and pay a nonrefundable registration fee of \$50.00 per child.

Sibling discounts: For families with two or more children enrolled in the program, they will receive a 25% discount on their second and subsequent children's tuition.

#### Tuition discounts:

Due the generosity of our donors, we have set aside some funding to offer tuition discounts for a limited number of children whose families meet the financial eligibility guidelines

Discounts for education & behavior services are awarded annually in July and applied to the first payment of the school year in August.

*Eligibility requirements:*

- 1) Combined family income must not exceed \$50,000 annually
- 2) To be considered, family must submit a copy(ies) of W2's for all members in the home who are employed
- 3) Your account must be up to date. No outstanding balances
- 4) Complete attached application
- 5) Application & W2's must be submitted to the main office by:

Harwood Center, a non profit 501c3, is partly funded by United Way, Baptist Memorial Hospital, Les Passees, community grants, individual & corporate contributions. The funding we receive allows us to charge families a much lower rate for our services; therefore all students at Harwood Center do receive services at a discounted rate. On average it costs Harwood Center \$12,000 a year to serve *one* child. Although we would like to be able to give all families additional discounts, we have a limited number at this point.

Withdrawal Requirements:

Should you need to withdraw your child from the program, one months' notice is required in order not to be assessed tuition fees after withdrawal. For example, if you will be removing your child from Harwood Center on September 5<sup>th</sup>, you will need to notify the office no later than August 5<sup>th</sup>. You will be charged tuition for August and tuition is prorated for the first 5 days of September. Should you withdraw from the program without notice, you will be assessed tuition fees in the amount of one month's tuition from the date of withdrawal. For example, should you remove your child from the program on October 15<sup>th</sup> without one month's notice, reimbursement will not be given for Oct 15<sup>th</sup>-October 31<sup>st</sup> and you will be assessed fees through November 15<sup>th</sup>.

Refund Policy:

Withdrawal prior to the first day of school will result in an 80% refund if tuition if the tuition was paid in advance and one month's notice was not given. A full refund will be granted given that the parents notified the center one month in advance. Registration & Application fees are not refunded. Tuition is required for the full month in which a student is in attendance regardless of the number of days. Refunds will not be issued for the months when there was no attendance. Should you have an emergency or medical situation preventing your child from attending the program, please contact the Executive Director.



I, \_\_\_\_\_ (Parent/Legal Guardian/Responsible Paying Party)  
(Printed Name)

have read Harwood Center's Tuition Policy and agree to make payments in accordance with the terms outlined in the Policy and my child(ren)'s tuition agreement.

Child's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_