



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 pay monthly - on the 5th for educational tuition and on the 15th for ABA invoices.

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 and accepts most insurance providers. The fees assessed are calculated based on the number of therapy hours the parent/legal guardian agrees to on the tuition agreement. A late fee of \$25 will be assessed for payments made after the due date.

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 required payment prior to your child coming to the program the following month. If payment is not received, we reserve the right to terminate services for your child. Please note that your child will be discharged immediately if you do not make timely payments. If your account becomes over 30 days delinquent, Harwood Center is authorized to refer your account to a collection agency. You will be required to pay any fees and costs that Harwood Center may incur in collection of your balance owed.



Late Payments

All payments are due on the committed due date. If payments are not received by the due date (Educational tuition: the 5th; ABA invoices: the 15th), a late fee of \$25 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 main office.

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 required 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 \$75.00 per child.

Harwood Center, a nonprofit 501c3, is partly funded by United Way and 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 \$20,000 a year to serve one child.

Withdrawal Requirements:

Should you need to withdraw your child from the program, a 30 days' 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 5th, you will need to notify the office no later than August 5th.

Refund Policy:

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 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: _____