



Date Received _____	<i>office use only</i>
Start Date _____	

UPK Supplemental Hours 2021-2022

Student's Name _____

DOB _____

Parent Phone _____ Email _____

1. Circle pricing for the number of days/hours desired:

Monthly Rate	Up to 1.5 hours	Up to 2.5 hours	Up to 3.5 hours	<i>*for office use</i>
5 days	189	314	440	
4 days	148	254	345	
3 days	113	189	265	
2 days	77	127	180	
1 day	64	78	150	

2. Circle days desired: M - T - W - Th - F

Indicate arrival and/or pick up time desired:

3. Drop in Days

Full Day Drop-In Care – up to 9 hours \$60

UPK Day 9 am – 2 pm \$30

****Drop in days are subject to prior office approval****

Tuition Policy

- Each registration must be accompanied by a \$100 non-refundable registration fee
- Tuition is due on the 1st of each month. Late payments are subject to a \$35 late fee. Payment by check is to *Saint Anselm's Academy*. Returned checks will incur a \$35 returned check fee. A cash discount is built into all payments of tuition made by cash, check or e-check. A 3% convenience fee will be assessed on all *MasterCard, Discover Card, Visa and American Express* credit card transactions.
- Drop in days must be paid in advance upon office approval. Drop in days are non-refundable.
- No tuition credit will be issued for health or family vacation absences. Refunds will not be made. This includes closure of the school due to COVID-19 or any similar public health crisis.
- Requests for withdrawal are to be in writing to the Academy Board which will consider relief from tuition on a case-by-case basis. In general, all contractual obligations will be adhered to in the event vacancies cannot be filled.
- Upon enrollment of a second child, a 10% discount will apply to the higher child's tuition.

Signature of person responsible for tuition payment

Date