



Preschool Tuition and Fees
Effective September 1, 2022

New Student Registration Fee - \$100 (non-refundable and non-transferable)
 Must accompany each new student application.

Tuition and Fees

<u>Program</u>	<u>Program Type</u>	<u>Monthly Tuition</u>	<u>Academic Activity Fee</u>
Infant Program	Full Time Program Only	\$2,370	N/A
Toddler Program	Full Time Program Only	\$2,370	\$220
K-Prep 2 Program	Five (5) Full Day	\$1,926	\$220
	Five (5) Academic Days	\$1,745	
	Five (5) Half Days	\$1,562	
Transitional K-Prep 3 Program	Five (5) Full Day	\$1,926	\$247
	Five (5) Academic Days	\$1,745	
	Five (5) Half Days	\$1,562	
K-Prep 3 Program	Five (5) Full Day	\$1,872	\$247
	Five (5) Academic Days	\$1,696	
	Five (5) Half Days	\$1,517	
K-Prep 4 Program	Five (5) Full Day	\$1,872	\$257
	Five (5) Academic Days	\$1,696	
	Five (5) Half Days	\$1,517	
School Age Program (Maple Lawn Only)	Before Care Only	\$624	N/A
	After Care Only	\$686	
	Before and After Care	\$857	

Academic Year Activity Fee - Due upon enrollment (June 15th for continuous enrollment)
Summer Camp Activity Fee – Due March 15th (upon enrollment if enrolled after March 15th)
 Summer 2023 Activity Fees will be announced by March 1, 2023
 Please note: Activity Fees are non-refundable and non-transferable.

Hours

Full-Time: M-F 7:00am – 6:00pm

Part-Time (*Infant/Toddler Program not eligible*):

- Academic Day: 9:00 a.m. – 3:30 p.m.
- Half-Day: 9:00 a.m. – 12:00 p.m.

Additional time requests require prior written approval from the Director and may be granted only if our staffing allows. A \$30 fee per child per hour will be charged for each additional hour.

Tuition Deposit

The Tuition Deposit is equal to two weeks tuition. This non-refundable and non-transferable fee must accompany each new student registration and will be credited to the last two weeks of tuition upon notice of withdrawal. The deposit is forfeited if your child does not attend OR, once in attendance, if no notice or less than 2 weeks' notice is given.

Payment Method

Tuition and fee payments can be made by:

- ACH withdrawal using Tuition Express
- Credit/Debit card online through MyProcure – a service charge is added for credit card payments

Delinquent and Returned Payments

Payments are considered late 5 days after the payment due date. A late fee of \$30 will be added to the tuition account and will accrue weekly for continued past due payments. If there are extenuating circumstances, you are encouraged to contact the company Controller who may offer:

- Change in payment plan
- Extension of payment period
- Re-allocation of payment amounts

Columbia Academy reserves the right to refuse admittance to class, withhold progress reports, transcripts, and/teacher recommendations for any delinquent account. Columbia Academy reserves the right to withdraw a child whose account is in default more than 10 days.

Tuition payments do not fluctuate with holiday seasons, student absenteeism, or school closures.

A fee of \$30 will be charged for returned payments. Missed payments must be paid through MyProcure within 24 hours of notice.

Withdrawal Policy

Withdrawals require two-week written notice prior to the withdrawal date.

- Notify the school administration by February 25th if your child will be withdrawn prior to Summer Camp. If withdrawal is not received by February 25th, you will be charged the non-refundable and non-transferable Summer Camp Activity Fee on March 15th.
- Notify the school administration by April 25th if your child will be withdrawn prior to the start of the school year. If withdrawal notice is not received by April 25th, you will be charged the non-refundable/non-transferable Academic Year Activity fee on May 15th.

Any eligible refund is first subject to deduction of outstanding balances in any/all Columbia Academy schools. Your child's place in the next program is only guaranteed if they remain continuously enrolled.

Columbia Academy administers its admissions process, education policies and other school-administered programs without regard to race, color, religion, ethnic or national origin, gender, gender identity, sexual orientation, citizenship, familial status, mental or physical disability status, medical conditions, genetic information, or any other characteristic protected by law.