

## Tuition Payment Policy

The Hamilton Area YMCA does not bill for services. It is the parent/guardian's responsibility to make sure payments are received by the due date.

- Monthly tuition is due by the FIRST of each month. Example: The September tuition payment is due by September 1. A \$10 late fee will be assessed per child, per program, for any payment not received by 5:00 p.m. on the 1<sup>st</sup> of the month. **Person signing the enrollment application will be held responsible for all tuition payments.**
- There is a monthly discount for the family's second child and subsequent children enrolled in the program.
- Monthly tuition is prorated. The same monthly tuition rate is charged for each month September through June, regardless the number of holidays, or emergency school closings.
- There is no credit for days missed due to vacation, illness, suspension, inclement weather, or other circumstances. There is no reimbursement of fees for days missed
- Payments can be made:
  - Online ([www.hamiltonymca.org](http://www.hamiltonymca.org)) using a credit/debit card. Each month's payment can be made online beginning the 15<sup>th</sup>, prior to the month of service
  - By mail. Sent to the Hamilton Area YMCA, Child Care Administrative Office, 1315 Whitehorse Mercerville Road, Hamilton, NJ 08619. The children's name and school must be clearly marked on the check. We cannot accept postdated checks.
  - In person at the Child Care Administrative Office
  - Via bank draft from a checking account or credit/debit card

THERE IS AN ADDITIONAL CHARGE OF \$25.00 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS AS WELL AS FOR BANK DRAFTS THAT ARE RETURNED OR DECLINED. If a family has two or more checks returned for insufficient funds, within a contract period, the family will have to pay with cash, certified checks, or money orders for the remainder of the contract. Failure to comply with payment agreement may result in termination from the program.

Monthly tuition payments that are in arrears of 30 days or more will jeopardize the child's enrollment in the program until the account has been reconciled.

### Program Cancellation

Parents are required to give notification by the 15<sup>th</sup> of the month prior to the change. For example, if you wish to withdraw your child effective October 1<sup>st</sup>, you must submit the Schedule Drop/Change Form by September 15<sup>th</sup>. If appropriate written notification is not given, 1) Any deposits will be forfeited 2) Parent/Guardian will be responsible for the tuition payment. The YMCA reserves the right to terminate for lack of payment. Termination for behavior, illness or other reasons will be decided on a case by case basis. Parents may bring the Schedule Drop/Change Form to the Child Care Administrative Office or email them to Stacy Derrico, Program Office Manager at [sderrico@hamiltonymca.org](mailto:sderrico@hamiltonymca.org)