

# Tuition Agreement

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Mother's Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Payment for my child's tuition at Unique Individuals is due on Friday. All parents must be set up on an ACH draft or Credit Card to pay their tuition. Payments are collected one week in advance to hold your child's spot the following week. Full payment is due whether your child attends or not. Any tuition or late fees not paid on Friday will result in an additional \$35 late fee Monday morning. Further unpaid tuition will result in termination of your child's care at Unique Individuals. If termination of care occurs your child's spot is lost and you will have to re-enroll or get on our waiting list. You will be required to pay a new registration fee and/or waiting list fee. It is not Unique Individuals responsibility to call or notify you if your payment declines for any reason.

(parent initials) \_\_\_\_\_

Weekly Tuition Amount \$ \_\_\_\_\_ Non-refundable Registration Fee \$ \_\_\_\_\_

Annual Registration fee/new enrollment forms are due every January. I understand my child will not be able to return until both of these are turned in to front office.

(parent initials) \_\_\_\_\_

In the event of a ACH return, a \$67penalty will be added to my account. IfUnique Individuals receive 3 or more ACH returns in a one-year period of time, your enrollment may be terminated.

(parent initials) \_\_\_\_\_

Our program is open Monday through Friday from 6:30 am to 6:30 pm.Unique Individuals is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If I am late picking up my child, a \$1 a minute late penalty will be charged, after 6:35, it is \$10 a minute. This is per child not per family. It will be based off our Unique Individuals clock. If I am late two times in a 6month period, I may be terminated. Late penalties must be paid toUnique Individualsat pick-up.

(parent initials) \_\_\_\_\_

Unique Individuals chooses not to get involved in custody disputes. In the event a court order is on file,Unique Individuals will not acknowledge which party is responsible for payment of tuition fees. These arrangements must be coordinated between the two parents. Late fees and withdrawal guidelines will still apply regardless of which parent is responsible for tuition fees.

(parent initials) \_\_\_\_\_

In the event I choose to end my relationship withUnique Individuals and withdraw my child, a two-week written notice will be given. Parents may request a termination form from the office. I understand that I will still be charged for those two weeks even if my child does not return. (parent initial) \_\_\_\_\_

**School Age Children:**Unique Individuals has strict policies on after school pick up. The safety of my child and the other children being picked up is top priority. Because of this, I agree to notifyUnique Individuals by 2:00pm each day if my child will not be picked up at their elementary school. If I fail to notifyUnique Individuals, I agree to pay a \$15 no call penalty. On days that the children are not in school you must notify us by 9:00am or a \$25 no call penalty will apply. (parent initials) \_\_\_\_\_

Regular attendance is imperative to your child's education. If your child will be absent, you agree to notify Unique Individuals by 9:00 am each day. Failure to notify will result in a \$5 No Call Penalty per day. I am also aware that if my child arrives after 9:00am I must call in late or receive a \$5 penalty.

(parent initials) \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

## Tuition Fees and Payment Information

Waiting List:	\$50.00 (NON REFUNDABLE)
Pre-Registration (Annual Fee):	\$150.00 (NON REFUNDABLE)
Infant 1, infant 2, Toddler 1:	\$175.00 week
Toddler 2, Twos, Threes:	\$160.00 week
Pre-School, Pre-Kinder:	\$160.00 week
School-Age after 3:00pm:	\$75.00 week
All day school age(during holidays)	\$30.00 a day (\$150.00 week)
Respite care:	\$60.00 a day

NOTE: If you are on the waiting list and you do not take your spot you will have to pay a new waiting list fee to be put back on the list.

I expect payment one week in advance to hold your spot for the following week. Your payment must be paid by Friday or your child's spot will be lost and a new registration fee will apply. If a spot is not available, you will be added to the waiting list and a waiting list fee will apply. We take payments over the phone, so no exceptions will be made.

All payments must be made by ACH draft or Credit Card put on file. If you cannot follow this request you must have permission from the director to make other arrangements.