

## **Southborough Extended Day Program – Tuition Policy**

- SEDP calculates the total amount it will cost for your child to attend our program for the entire school year and divides this annual cost into 10 equal monthly payments. The annual tuition is based on the 180-day school calendar and while some months have more school days than others, monthly payments stay the same.
- There are no discounts or substitutions for holidays, absences, or vacations.
- There is a 5% discount taken off the total monthly tuition for families with more than one child.
- Your tuition is due on the first of each month and may be mailed to PO Box 390, Southborough, MA 01772, dropped off at your child's site in our payment box, or paid online via your email invoice.
- Statements are emailed by the 20<sup>th</sup> of each month for the upcoming month.
- A \$25.00 late payment fee is automatically assessed if tuition is not received by the 10<sup>th</sup> of each month.
- You must give 30 days' notice in writing for any reduction in your child's schedule at Extended Day. Please fill out and return a schedule change form.
- If space is available, you may permanently add days to your child's schedule at any time.
- Extra days may be purchased on an as-needed basis for an additional charge (please see tuition rates). Requests must be received at least 24 hours in advance and must be approved by the director or site coordinator.
- Students enrolled in the after school programs at Finn and Woodward may utilize our before-school program at Finn for an additional charge (please see tuition rates). Please call in advance to ensure availability.

## **Southborough Extended Day Program – Late Payment Policy**

- Any payments not made by the 10<sup>th</sup> of the month are subject to an automatic \$25 late payment fee.
- If tuition payment cannot be made on time for any reason, the parent/guardian must call the Executive Director to discuss the situation and payment options.
- Failure to respond and/or adhere to the options agreed upon will result in the child's suspension from the program, which will occur on the 15<sup>th</sup> day of each month.
- The child may return to the program once all financial obligations have been met. A child's space will be held for one week only. After the one week, readmission to the program will be contingent upon availability of the space.
- Families who are terminated from the program due to lack of payment forfeit their security deposit.