

# ECDC Tuition Payment Options

Early Childhood Development Center at Saint Mary's College and the University of Notre Dame

## Tuition Payment Options for 2020-21 School Year and Extended SY 20-21

**Important - Please complete and submit the attached required form indicating your ECDC tuition payment plan, agreement, and statement format choice. Please keep this page for your reference, thank you.**

### Fall Tuition Payment Options: (8/24/20 – 12/18/20)

Families will be invoiced in August for Fall Semester tuition.

- **1 payment** – Remit the full Fall Semester tuition amount on the 1st day of the SY program (August 24<sup>th</sup>).
- **2 payments** – Divide the total tuition amount in half remitting one half by the 1st day of the SY program (August 24<sup>th</sup>) and the second half by November 1<sup>st</sup>.
- **4 payments** – Divide the total tuition amount into 4 equal amounts remitting as follows: Aug 24<sup>th</sup>, Oct 1<sup>st</sup>, Nov 1<sup>st</sup> & Dec 1<sup>st</sup>.
- **7 payments** – Divide the total tuition amount into 7 equal payments remitting as follows: Aug 24<sup>th</sup>, Sept 15<sup>th</sup>, Oct 1<sup>st</sup> & 15<sup>th</sup>, Nov 1<sup>st</sup> & 15<sup>th</sup>, & Dec 1<sup>st</sup>.
- **17 Weekly payments (8/24 – 12/18/20)** – Divide the total tuition amount into 17 equal amounts remitting, in advance, on Monday of each week beginning Aug 24<sup>th</sup> through Dec 14<sup>th</sup>.
- **Please note** – parents are not invoiced for the W, TH and F of Thanksgiving week when ECDC is closed. ECDC is open on Labor Day due to ND/SMC holding classes and is also open during Fall Break due to staff members working. Parents are invoiced for these time periods.
- **Fall Semester “Gymnastics in Motion” Fees** - Please note that in September Fall Semester Gymnastic fees will be invoiced to your tuition account. At that time you may pay the full amount or add that to your regular payment plan, which will require you to recalculate your tuition payment amounts.

### Spring Tuition Payment Options: (1/4/21 – 5/14/21)

Families will be invoiced in December for Spring Semester tuition.

- **1 payment** – Remit the full spring Semester tuition amount on the 1st day of the SY program (January 4<sup>th</sup>).
- **2 payments** – Divide the total tuition amount in half remitting one half by the 1st day of the SY program (January 4<sup>th</sup>) and the second half by March 1<sup>st</sup>.
- **5 payments** – Divide the total tuition amount into 5 equal amounts remitting as follows: Jan 4<sup>th</sup>, Feb 1<sup>st</sup>, Mar 1<sup>st</sup>, Apr 1<sup>st</sup>, May 1<sup>st</sup>.
- **9 payments** – Divide the total tuition amount into 9 equal payments remitting as follows: Jan 4<sup>th</sup> & 15<sup>th</sup>, Feb 1<sup>st</sup> & 15<sup>th</sup>, Mar 1<sup>st</sup> & 15<sup>th</sup>, Apr 1<sup>st</sup> & 15<sup>th</sup>, and May 1<sup>st</sup>.
- **19 Weekly payments (1/4 – 5/10/21)** – Divide the total tuition amount into 19 equal amounts remitting, in advance, on Monday of each week beginning Jan 4<sup>th</sup> through May 10<sup>th</sup>.
- **Please note** – parents are not invoiced for the Friday before and the Monday after Easter when ECDC is closed.
- **Spring Semester “Gymnastics in Motion” Fees** - Please note that in January Spring Semester Gymnastic fees will be invoiced to your tuition account. At that time you may pay the full amount or add that to your regular payment plan, which will require you to recalculate your tuition payment amounts.

### 20-21 Optional Extended School Year (ESY) Tuition Payment Options (5/17/21 – 6/3/21 – 3 weeks)

Families will be invoiced in early May for the 3-week (13-day) Extended School Year Program. Tuition can be paid in one of the following ways:

- **1 payment** – Remit the full ESY tuition amount on or before the 1st day of the ESY program (May 17, 2021).
- **3 Weekly payments** – Divide the total tuition amount into 3 equal payments paying in advance on the first day of each week (Mon–May 17<sup>th</sup>, Mon–May 24<sup>th</sup> and Tues–June 1<sup>st</sup>).
- **Please note** – parents are not invoiced for Memorial Day and Friday June 4<sup>th</sup> when ECDC is closed.

Parent paid tuition is used for ECDC teacher and program staff payroll and other program expenses (food, health insurance, etc.). It is necessary for families to remain current with tuition payments. We understand that at times families experience unexpected financial challenges. Please contact Michele Layher, ECDC Director of Finance, at [michele.layher@gmail.com](mailto:michele.layher@gmail.com) promptly should you experience difficulties keeping current with ECDC tuition. Past due balances may result in disenrollment. Thank you for your cooperation with prompt tuition payments; it is truly appreciated.

# ECDC Parent Tuition Payment Agreement

Early Childhood Development Center at Saint Mary's College and the University of Notre Dame

## Tuition Agreement for 2020-21 School Year and Extended SY 20-21

This form is due by August 17 for Fall 2020. Please submit one form per family.

Parent Names (please print):

Child(ren)'s Name (please print):

### Fall Tuition Payment Options: (8/24/20-12/18/20 – 17 weeks)

Initial below the payment plan you will use to remit Fall SY tuition, thank you.

- \_\_\_\_\_ **1 payment** – Remit the full Fall Semester tuition amount on or before August 24th.
- \_\_\_\_\_ **2 payments** – Remit half of Fall Semester tuition by August 24th and the second half by November 1st.
- \_\_\_\_\_ **4 payments** – Remit 4 equal payments as follows: Aug 24th, Oct 1st, Nov 1st, Dec 1st.
- \_\_\_\_\_ **7 payments** – Remit 7 equal payments as follows: Aug 24th, Sept 15th, Oct 1st & 15th, Nov 1st & 15th, & Dec 1st.
- \_\_\_\_\_ **17 Weekly payments** (8/24 – 12/18/20) – Remit 17 equal amounts beginning with the first Monday of Fall Semester, August 24<sup>th</sup>, continuing each week through Monday December 14th.
  - **Fall Semester Gymnastics in Motion Fees** – Please note that in September Fall Semester Gymnastics fees will be invoiced to your tuition account. At that time you may pay the full amount or add to your regular payment plan, which will require you to recalculate your tuition payment amounts.

### Spring Tuition Payment Options: (1/4/21–5/14/21 – 19 weeks)

Initial below the payment plan you will use to remit Spring SY tuition, thank you.

- \_\_\_\_\_ **1 payment** – Remit the full Spring Semester tuition amount on or before January 4th.
- \_\_\_\_\_ **2 payments** – Remit half of Spring Semester tuition by Jan 4th and the second half by March 1st.
- \_\_\_\_\_ **5 payments** – Remit 5 equal payments as follows: Jan 4th, Feb 1st, Mar 1st, Apr 1st, May 1st.
- \_\_\_\_\_ **9 payments** – Remit 9 equal payments as follows: Jan 4th & 15th, Feb 1st & 15th, Mar 1st & 15th, Apr 1st & 15th, May 1st.
- \_\_\_\_\_ **19 Weekly payments** (1/4 – 5/10/21) – Remit 19 equal amounts beginning with the first Monday of Spring Semester, January 4<sup>th</sup>, continuing each week through Monday May 10th.
  - **Spring Semester Gymnastics in Motion Fees** – Please note that in January Spring Semester Gymnastics fees will be invoiced to your tuition account. At that time you may pay the full amount or add to your regular payment plan, which will require you to recalculate your tuition payment amounts.

### 20-21 Optional Extended School Year (ESY) Tuition Payment Options (5/17/21 – 6/3/21 – 3 weeks)

Initial below the payment plan you will use to remit ESY tuition, thank you.

- \_\_\_\_\_ **1 payment** – Remit full ESY tuition on or before Monday May 17, 2020.
- \_\_\_\_\_ **3 Weekly payments** – Remit 3 payments by the first day of each week as follows: Mon–May 17th, Mon–May 24th and Tues–June 1st.
- \_\_\_\_\_ **N/A** my child is not attending this program.

All tuition statements will be sent via email. Please indicate below the email address you want your statements sent to.

\_\_\_\_\_ Please email all statements and communications to the following email address (you can add more than one email address if you prefer):

Preferred Email Address(es): \_\_\_\_\_

My signature below indicates that I will pay ECDC tuition according to the guidelines above and as indicated by my initials above.

Parent Signature (required) \_\_\_\_\_ Date \_\_\_\_\_