

## Ten Mile Academy Billing and Collection Policy

The collection of tuition is done at the beginning of each week, usually on Monday mornings. Payment is expected in advance for childcare so there will never be a balance on an account. We will gladly accept payments in advance if families wish to provide multiple weeks of payments up front (i.e. one month at a time).

Billing is based on your child's contracted schedule. Credits are not given for days missed, including sick days or in cases where your child must leave early due to illness or other personal reasons. Requests for changes to your child's contracted schedule must be made in writing (email) and if the change is accepted in writing (email), the appropriate tuition changes will be made to your account.

After three months at Ten Mile Academy, families receive one week of vacation per calendar year. Vacation time must be submitted at least two weeks in advance and must be used a full week at a time. Unused vacation time does not roll over from year to year and is not eligible for cash-out or to reduce the balance due on an account.

Upon registration, you must choose ONE of the following two billing methods to make payments:

1. Withdrawal/debit from checking or savings account (EFT/ACH)
2. Charge against a credit card or withdrawal from a debit card

Registration with one form of payment is required at the time your child is enrolled. EFT is the preferred method of payment, however if parents choose to pay with a credit/debit card, a 3% convenience fee will be added to the weekly tuition charge.

**IMPORTANT:** "Partial" payments are not acceptable and are the same as making no payment. Repeated or chronic "partial" payments will result in termination from our center.

Additional fees that families must be aware of include:

- \$25 returned check, declined EFT, or declined credit card charge fee
- \$10 per day late payment fee if full tuition payment is not made within 7 days of due date (this includes partial payments, as in only paying part of the total amount due)
  - Since tuition is due Mondays, late fees will begin the following Monday (one week later)
- \$5 per minute fee for children picked up after 6:30PM
- \$5 "lost child" fee if it is not communicated that a school-aged child does not need to be picked up from school
- \$10 per day "extended care" fee for families needing care greater than 10 hours per day





### Electronic Funds Transfer (EFT) Authorization

I hereby authorize Ten Mile Academy to initiate weekly withdrawals from my checking/savings account listed below for the purposes of childcare tuition payments for my child(ren). I have attached a voided check for the account specified below. This authorization is to remain in effect until Ten Mile Academy has received written (email) authorization from me of its termination or change.

Additionally, I grant Ten Mile Academy the right to initiate adjustments to correct any erroneous credit or debit errors or to apply additional charges/fees.

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Telephone: (     ) \_\_\_\_\_

Parent Name Printed: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Circle one:   Checking     or     Savings

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

These numbers are located on the bottom of your check as follows:

⌚ 1 23456789 ⌚   ⌚ 1 234567890 1 23 ⌚  
Routing Number           Account Number

PLEASE ATTACH A VOIDED CHECK

