

LCC Childminders /Campus Kids Service Student Fee Acknowledgment

Scheduled childcare hours must correspond with student's schedule – one quarter hour travel time before class and after class are automatically scheduled and included in charges.

Registration and tuition are due at time of enrollment or based on payment plan schedule.

If payment is not received by due date, my child cannot begin or continue to receive childcare until fees are paid.

The registration fee is non-refundable.

Students who drop their classes will be entitled to the following refund:

Refund Policy- First week of the semester 100%, Second week of the semester 50%, after the second week no refund

New course schedule changes will be reflected on the payment plan commencing at the next billing date.

Campus Kid's staff is not responsible for schedule changes that may result in your child being placed on a waiting list.

A charge of one additional hour will be levied if the child is signed in earlier than the start of the reserved time or picked up after the end reserve time. (deductible from prepaid amount)

Additional times needed earlier or later will be charged an hourly rate, regardless of whether or not the child is picked up earlier or brought in later than his/her scheduled time. (deductible from prepaid amount)

There is no switching of days unless it is a permanent schedule change. There is no trade off of times by coming in later than sign in reserved time to stay longer than sign out reserved times or vice versa.

It is the student's responsibility to notify the staff in the event of a long term illness and/or if there are any changes in your class schedule such as time, room, or building, or if you withdraw from any classes. Four continuous absences without notification may result in your child being withdrawn from the program.

Additional as needed childcare times must be pre-arranged and pre-paid for in advance including times for extra study and tutoring.

Final exams are not included in your original billing. Finals week time slots will be available two weeks prior to finals. Childcare payment cards can be purchased at cashier's office for as needed care and final's week care. Use of cards is a minimum of 1 hour.

Extra study times will be reserved on a first come first served basis and center availability. Advanced scheduling (24 hour notice) is required. Extra study time fees are due on the day the time is reserved and are non-refundable.

No tuition credit is given for absences, scheduled school holidays and/or emergency school closings, vacations, etc. A fee of \$5.00 will be charged for each late payment. All fees are subject to change.

I agree that I am responsible for fees assessed for the contracted hours of childcare that I have arranged.

I understand and I agree to follow the directives of this agreement.

Parent Signature

Date