



**QUALITY TIME LEARNING CENTER**

8101 Georgia Avenue  
Silver Spring, Maryland 20910

**Tuition Contract (Infants and Toddlers)  
Academic Year 2017 - 2018**

Tuition for my child (first name) \_\_\_\_\_ (last name) \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ is  
\$ \_\_\_\_\_ (monthly or bi-weekly). This rate remains in effect **from August 21, 2017 until August 17, 2018**. During this period I will make  
monthly or bi-weekly payments according to the tuition payment schedule attached. Kindergarten and First Grade pay monthly only.

1. **Payment Methods:**

- **Checks, Money Orders, certified funds, credit cards and online payments are acceptable forms of payment. Credit cards and on-line payments have a \$180.00 minimum transaction amount.** Tuition must be paid monthly or bi-weekly. Monthly and bi-weekly payments that are not paid on time (see Tuition Payment Schedule (TPS) attached) shall incur a late fee of **\$30.00/biweekly and \$60.00/monthly respectively** for payments received late up to three business days after the payment is due. **A \$60.00 late fee will be charged for late payments made after the third day late for monthly payers and \$30.00 for bi-weekly payers.** \_\_\_\_\_ Tuition which is more than two weeks past due may cause your child to be dropped from the program and his/her slot to be allocated to another child. Late Tuition, Late Pick-up and Returned check Fees are automatically billed to your account without exception. Requests to waive fees may be made through the waiver appeal process. Checks returned by your bank for any reason shall incur a **\$75.00** returned check charge. Should a check be returned, future payments may be requested in cash or certified funds.
- All accounts must be paid-in-full on or by **December 8, 2017**, for monthly payers and **December 19, 2017** for bi-weekly payers, or your child will not be able to attend school beginning **January 2, 2018**.
- A non-refundable registration fee of **\$280.00** for 4 year-olds and above and **\$180.00** for younger children and should be paid in advance of your child entering our program. In addition, one week of tuition must be paid as a part of the registration process. The week's tuition is also non-refundable and will be applied to your first week of the new academic year. Any money given by a parent will be applied in the following manner: Registration first, any other fees and finally, tuition. Any time a parent in our program formally withdraws, they must pay a re-registration fee to re-enroll. A re-registration fee of **\$250.00** for 4 year-olds and above, and **\$150.00** for younger children must be paid annually. Re-registration is charged annually upon the commencement of each contract year.
- **Process for suspending child/ren for failure to pay fees:** (For discipline related suspensions please refer to suspension guidelines for details). If payment is not received within 72 hours of the due date, a warning letter will be sent to the parent. If payment is not received after the first warning letter, a second letter will be sent. The second letter will include a demand for payment in full or the child will be suspended. The child shall remain suspended until payment is received in full. The parent will remain responsible for tuition during the suspension period. No reduction is made for suspended or expelled child/ren for any reason. \_\_\_\_\_
- No reduction in tuition is made for vacations, illnesses, holidays, weather related emergency closings or for any reason the school may need to close all day, close early and open late. Tuition is charged for 5 days per week as long as child is enrolled. \_\_\_\_\_
- **Contract Start Date:** The parent is obligated to begin paying tuition on the Contracted Start Date (CSD) and will therefore be invoiced as of the CSD without exception. A parent's failure to attain all required enrollment information and submit them properly does not void the CSD. Should a space not be available on the CSD the Center will refund all monies including the registration fee, unless the Center makes it known otherwise at the time of contract signing. \_\_\_\_\_
- Any monies not paid according to the terms of this contract will be subject to legal action and collection. \_\_\_\_\_ If this course of action is taken, you will be liable for all court costs and collection fees. Collection companies are under contract with Quality Time to collect outstanding debts.
- During a suspension period, all tuition is due and should be paid on time to avoid **penalties**.

**Re-Registration Fee:**

- **Re-Registration:** All parents with children who have decided to remain with QTLC for the summer and the following school year are required to re-register in good faith, toward, their commitment to return.
- **Spanish and Other Optional Programs (Optional for 3years old and above only):** Fees must be paid in accordance with each program's rules i.e. Spanish is paid weekly at **\$35.00** per week. The late payment fee for Spanish is \$15.00

**Kindergarten & First Grade Only**

- **All children entering the program after the start of school must pay tuition from the 1<sup>st</sup> day of school regardless of when they start, except when they can provide written documentation of sufficient attendance in another accredited public or private school. Thirty (30) days written notice is required in order to withdraw.**

**\*First Day (only) of school child starts at 9:00 a.m.**

