

## Tuition Payment Policy

The Hamilton Area YMCA does not bill for services. It is the parent/guardian's responsibility to make sure payments are received by the due date.

- Monthly tuition is due by the FIRST of each month. Example: The September tuition payment is due by September 1<sup>st</sup>. A \$10 late fee will be assessed per child, per program, for any payment not received by 5p.m. on the 1<sup>st</sup> of the month. **Person completing the enrollment application will be held responsible for all tuition payments.**
- There is a monthly discount for the family's second child and subsequent children enrolled in the program.
- Monthly tuition is prorated. The same monthly tuition rate is charged for each month September through June, regardless the number of holidays, or emergency school closings.
- There is no credit for days missed due to vacation, illness, suspension, inclement weather, or other circumstances. There is no reimbursement of fees for days missed
- Payments can be made:
  - Online ([www.hamiltonymca.org](http://www.hamiltonymca.org)) using a credit/debit card. Each month's payment can be made online beginning the 20<sup>th</sup>, prior to the month of service
  - Via bank draft from a checking account or credit/debit card

THERE IS AN ADDITIONAL CHARGE OF \$25.00 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS AS WELL AS FOR BANK DRAFTS THAT ARE RETURNED OR DECLINED. If a family has two or more checks returned for insufficient funds, within a contract period, the family will have to pay with cash, certified checks, or money orders for the remainder of the contract. Failure to comply with payment agreement may result in termination from the program.

Monthly tuition payments that are in arrears of 15 days or more will jeopardize the child's enrollment.

The June tuition must be made paid in full by the first of the month for the child to attend in June.

### Program Cancellation

Parents are required to give notification by the 15<sup>th</sup> of the month prior to the change. For example, if you wish to withdraw your child effective October 1<sup>st</sup>, you must submit the Schedule Drop/Change Form by September 15<sup>th</sup>. If appropriate written notification is not given, 1) Any deposits will be forfeited 2) Parent/Guardian will be responsible for the tuition payment. The YMCA reserves the right to terminate for lack of payment. Termination for behavior, illness or other reasons will be decided on a case by case basis. Parents may email the Schedule Drop/Change Form to Stacy Derrico, Program Office Manager at [sderrico@hamiltonymca.org](mailto:sderrico@hamiltonymca.org)