



## TUITION POLICY & PAYMENT INFORMATION 2020-2021

**Tuition is due and payable on the 15th of each month, beginning August 15th-April 15<sup>th</sup>.** You will not receive a paper tuition invoice, but you will receive a monthly e-mail reminder. In early September you will receive a tuition invoice for the September tuition which is due on September 15, 2020. Your tuition remains the same each month. Tuition is established for an entire school year. There is no reduction due to holidays, school breaks, or illness.

Here are the three payment options we offer. Please choose the method that is most convenient for your family:

1. **Online payments** can be made by electronic check. Visit the GWG website, <https://growingwithgracepreschool.org/> . You will see tabs across the top right. Click on the [Payments](#) tab and this will bring you to the Vanc0- Give Now Payment site. Returning families can use their log-in from last year. New families can create an account to set up payments. Click on the 'Sign In/Sign Up' link on the top right corner to set up your account. After you have set up an account, then you will need to login each time. Click on the dropdown menu for 'Select the Fund.' Choose to add the class(es) for which you will be making a payment. Please make sure you have the reoccurring payments stop in May of 2021.

We are unable to offer payments via credit card due to the high fees associated with those transactions.

2. **Payments by check** can be made at school/church. Place the payment in the drop box. The drop box is being moved outside and will be attached on the rear of the white shed (closest to the grass) in the parking lot. **Any payment by check** goes in the drop box. Please do not give payments to staff. Checks should be made payable to **Grace Lutheran Church**. Please put your child's name & class on the memo line of your check. Envelopes are not needed. If you have multiple children in the program, you can write one check for all of them.
3. **Automatic payments** can be scheduled through your bank. If you do this, please have Growing with Grace added to the second line of the address to assist our church secretary in separating tuition payments from regular church offerings. Please make sure you have the reoccurring payments stop in May of 2021.

If you are making payment by automatic debit, your account will be charged or the funds withdrawn on the date you make or schedule the payment. If you are making payment by check, feel free to drop checks off early. We will not deposit them until after the 25th of every month. **There will be a \$15 late fee charged for any payment made after the 25th of the month.**

Also, if you prefer, you can pay for multiple months at a time or for the semester or entire school year. However, we are not able to offer a discount for paying in full.

Discontinuing from the program- A one-month notice is required to withdraw your child from the preschool. You are responsible for tuition for this full month. Upon leaving we would hope that families comply with our signed tuition agreement.

### **COVID-19 Tuition Policies**

In the event of a mandated school closure by the state of Illinois you will not be required to pay tuition for the months following the closure. In the event of closure mid-month, you will not receive refunds for missed days. You will receive learning materials to supplement the month in the event of closure.

In the event of a COVID case in your class requiring a 14-day quarantine for that class, you will not receive a refund, but you will receive remote learning materials.

In the event of a COVID case in your family requiring a 14-day quarantine for your child, you will not receive a refund, but you will receive remote learning materials.

Please contact Sarah McAuliffe at [growingwgracepreschool@gmail.com](mailto:growingwgracepreschool@gmail.com) or the preschool bookkeeper at [growingwithgraceinvoice@gmail.com](mailto:growingwithgraceinvoice@gmail.com) if you have questions or need to make special payment arrangements.