



## FINANCIAL AGREEMENT: Pre-Kindergarten

\_\_\_\_\_  
Fairfax, Virginia

**date**

For value received, the undersigned, jointly and severally, promises to pay to Fairfax Presbyterian Preschool, 10723 Main Street, Fairfax, Virginia 22030, the sum total of:

**Three thousand sixty dollars & 0/100** (\$ 3,060.00)

full annual tuition in the payment of tuition for the school year commencing in **September 2012** and ending in **May 2013**, in installments as follows:

a non-refundable fee of \$90, and the last month's installment of **\$330** on the registration of

\_\_\_\_\_  
**child's name**

**and**

the remaining fee of **\$2640.00** payable in **8** monthly installments of **\$330.00** beginning on **September 1, 2012**.

In the event of default in the payment of any of the said installments as herein above provided, the holder of this note may, without notice or demand, declare the entire sum then unpaid, immediately due and payable except that any unpaid balance remaining, may be excused by the Fairfax Presbyterian Preschool under the terms specified in the Withdrawal Policy (printed on the reverse side) of the Policies and Procedures Handbook.

Signed \_\_\_\_\_

Child's parent or legal Guardian

Date \_\_\_\_\_

**PLEASE READ, SIGN AND RETURN**  
**SEE REVERSE SIDE**

**POLICY OF PAYMENT:**

1. A pre-payment of the last month’s tuition is due on the day of registration.
2. All payments are due between the 1<sup>st</sup> and the 15<sup>th</sup> of each month.
3. If payment is not received after the 15<sup>th</sup> of the month, a reminder will be given to you and a late fee of \$20 will be imposed.
4. If you should have a financial problem, please contact the office. We are willing to work with you.
5. In the event of non-payment or checks returned due to insufficient funds for two consecutive months, your child will be automatically withdrawn from the preschool.
6. The preschool committee will then have no other alternative than to take legal action for non-payment.

*Enrollment is for the full term of our school year. Thirty days written notice is required when withdrawing a child.*

**WITHDRAWAL POLICY:**

If a student is withdrawing from FPP, the family must take the following steps:

1. Provide the FPP office with a 30-day written notice of withdrawal. This notice must contain the last date of attendance for the student. If FPP receives the written notice of withdrawal after January 1<sup>st</sup>, there is **no waiver** of tuition for the remainder of the school term.
2. Pay the remainder of their account balance no later than the last day of school. If the last date of attendance is after January 31<sup>st</sup>, there is **no waiver** of tuition for the remainder of the school term.
3. Inform the FPP Committee of their situation (i.e., proof of hardship or permanent change of residence that removes them from the Fairfax commuting area) to determine if FPP can grant a waiver of tuition

**POLICY AGREEMENT:**

I, \_\_\_\_\_, parent or guardian of

\_\_\_\_\_, have read and agree to the Payment policy and withdrawal policy of Fairfax Presbyterian Preschool as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE READ, SIGN AND RETURN**  
**SEE REVERSE SIDE**