

2020-2021

AFTER SCHOOL

Payment Agreement

Please CHECK: _____ Survey completed
 _____ Payment received _____ CALENDAR SIGNED
 _____ INTAKE FILLED OUT
 _____ Enrollment signed
 _____ Payment Agreement Signed
 _____ A.S. Pick up Signed (if needed)
ADMINISTRATIVE USE ONLY

I, _____ enroll my child, _____, in The Scholars Corner, LLC, 2020-2021 after school program. I agree to pay Full Tuition to The Scholars Corner, LLC located on 80-37 Broadway, Elmhurst, NY 11373/85-45 Britton Ave, Elmhurst, N.Y. 11373, for the payment plan chosen below, prior to the start of the 2020-21 School year in accordance with the terms and conditions in this contract, enrollment agreement, and in our parent handbook available on our website: www.thescholarscorner.com

***ADMINISTRATIVE USE ONLY /DO NOT FILL OUT/**

START DATE Date: _____

			Date Paid/Initials
Prorate/Discount /Credit	\$		
INITIAL DOWN PAYMENT	\$	Due on day of registration:	
1 st Installment	\$	Due Wednesday, September 2, 2020	
2 nd Installment	\$	Due on Wednesday, October 7, 2020	
3 rd Installment	\$	Due on Wednesday, November 4, 2020	
4 th Installment	\$	Due on Wednesday, December 2, 2020	
5 th Installment	\$	Due on Wednesday, January 6, 2021	
6 th Installment	\$	Due on Wednesday, February 3, 2021	
7 th Installment	\$	Due on Wednesday, March 3, 2021	
8 th Installment	\$	Due on Wednesday, April 7, 2021	
9 th Installment	\$	Due on Wednesday, May 5, 2021	
10 th Installment	\$	Due on Wednesday, June 2, 2021	

Credit Card On File /Auto Pay

To avoid late fees, your credit card will be charged the amount due for the month, on the dates above. This will ensure timely payments and the continuation of your child in the program. If you will decide to make a different type of payment please notify us before the due date and we will not charge your card. Card will also be charged any late fees for late pick up and/or late payment (If not enrolled in auto pay) on that same day and NOT on the following due date.

CREDIT CARD AUTO PAY/ CARD on FILE

_____	_____	_____/____	_____	_____
Name on Card	Credit Card #	Exp.	CVC	Zip Code

Payment Policy:

WE ACCEPT VISA/MASTER CARD payments, CASH payments, as well as personal checks. However, if you are registering your child two days/ one day or same day your child will start the program only CASH payments will be accepted. For credit cards and checks allow three days to process the payment before classes may begin. Auto payments will be processed on the due dates of each month. All checks must be made out to: The Scholars Corner. Please note that if you have agreed to breakdown the tuition into monthly installments, payments are due on the dates stated above. **If payment is not received on the due date, your child will not be allowed in the center to receive homework-help/tutoring services. In addition, if you have scheduled pick-up services with us, your child will not be picked up and arrangements will need to be made with your child's school.**

Non-payment Policy

A \$20.00 late payment fee is applied to payments received two days after the due date. All payments are due Wednesdays base on the chart above. Thursday of that week is the last day to pay without a late fee. If the payment is made on a Friday of the due date, a LATE fee of

\$20 will apply. If after these two days, payment has not been received, student will not be allowed to attend after school and receive any of the homework help services. Return Check Fee: Please note that any returned checks will incur a \$35 surcharge fee for no-funds. One-bounced check will result in future payments to be made only in the form of cash or money order.

Termination of classes will take place if fees are not paid on the due date.

- If a payment is missed or non-attendance, your child will be withdrawn from the program, and your spot will be given to a child on the waiting list (if applicable). A \$50.00 re-enrollment is applied to any student who dropped after school services and wishes to re-enroll into our program.
- There will be no credit issued for snow day or extreme weather related school closure.

Refund Policy Clauses

- a) There is a \$50 non-refundable Administrative Fee for Registration.
- b) Refund is available **before** the 1st day of classes, minus the \$50 non-refundable Administrative Fee.
- c) After 1st day of classes, there is no refund.
- d) There will be **NO REFUND/CREDIT GIVEN** if a problem develops in which the student must receive detention or expulsion due to any of the following:
- e) **Cursing, fighting, inappropriate behavior, punching, hitting, slapping or any other inappropriate physical and verbal action. Violence of any kind is unacceptable. An incident report will be written for every inappropriate behavior. Parents will be notified of each incident. After (3)-three misconduct reports, a child will be in suspension for 5 school days. If problem persists child will be automatically dismissed from the program.**
- f) There is **NO REFUND/CREDIT GIVEN** for absences, sick days or days missed. This includes suspensions for non-payment, behavior and excessive late pick-ups. If a refund is given, it will ONLY be issued in the form of a bank check. Please allow up to 30 business days for processing.

COVID UPDATES: Students must wear masks, keep their hands to themselves, keep distance, wash their hands, have their temperature checked, if temperature is recorded 99F or higher child must be picked up immediately. Refusal of any other Scholars Corner policies by student or parent/guardian will result in automatic dismissal from the program, no REFUND will be given for days remaining. If your child shows ANY signs of sickness, flu, virus etc., KEEP your child at home to monitor.

LATE PICK-UP POLICY:

Late pick-up fees of (\$1) dollar per-minute will be charged after 6:00 PM by the official school clock. This fee is applied to the upcoming payment, when responsible adult fails to pick-up child by dismissal time, at 6:00 PM, the Site Director will first call both parents/guardians listed. He or she will continue to call all adults authorized to pick up the child until someone is reached who can immediately pick up the child. The child will be released to the first adult who arrives at the center. Unless an acceptable arrangement has been made with the Site Director, any child who has not been picked up by 7:00 PM may be placed in the custody of the local police department. Please have a local friend or relative on your list that can help you in emergency situations. **Excessive late pick-ups may result in charges of \$100 for every five (5) late pick-ups.** If there is an emergency where the responsible adult is running late, the parent has to call and notify TSC staff.

Discounts

- Promotional coupons that apply to the specific program plan being promoted will be applied to the total agreed fee. Coupons and discounts cannot be combined.
- We will not be accepting FULL YEAR payment only MONTH to MONTH base.

I understand that if payment is not received by the above agreed dates, my child cannot be accepted into the after school program. I agree to pay tuition for the 2020-2021 School year in accordance with the terms and conditions in this contract. I acknowledge that I have read and understood the above terms as binding on both parties to this contract.

Parent/Guardian Signature: _____ Date: _____

The Scholar's Corner Director's Signature: _____ Date: _____