

**Village Nursery School**  
*Cornwall Presbyterian Church*  
*222 Hudson Street*  
*Cornwall on Hudson, NY 12520*

**Financial Agreement**  
**School Year: September 2023-June 2024**

Student: \_\_\_\_\_

Parent 1/Guardian 1: \_\_\_\_\_

Parent 2/Guardian 2: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Parent Email: \_\_\_\_\_

**Basic Services Offered** - Village Nursery School offers a preschool program for children ages 2-5 years. Students will receive a quality education that nurtures the individuality and spirituality of every student in a safe and respectful environment.

**Registration and Tuition** - Village Nursery School is part of a non-profit religious organization and the budget is projected solely based on tuition, fees, and donations from the community. The parents of enrolled children agree to pay the Registration Fee and Tuition by credit card as indicated below. Full payment of annual tuition is required.

**New Family Registration Fee** - \$75 due upon registration. New family registration fee is non-refundable. Registration fee is waived for returning families.

**Tuition Deposit** - \$175 due upon registration for the 3 Year Old and 4 Year Old Programs and \$120 due upon registration for the 2 Year Old Program. Tuition deposit is refundable and transferable upon request.

**Sibling Tuition Discount** - A tuition discount is given to families with 2 children or more enrolled at Village Nursery School. \$100 tuition discount per student for the 3 Year and 4 Year Old Programs and \$90 tuition discount per student for the 2 Year Old Program. No sibling discounts are provided to students who receive scholarships.

**VNS Scholarship** – Students enrolled in the Village Nursery School may be eligible for a VNS Scholarship. Please contact the VNS Director or the Pastor for more information.

**Tuition** - Students enrolled in the Village Nursery School will be charged the annual tuition amount established by the Village Nursery School billed monthly:

**Classroom – Please select and initial one:**

\_\_\_\_\_ 2 Year Old Program - \$1,080 for 9 months/\$120 monthly.

\_\_\_\_\_ 3 Year Old Program - \$3,500 for 10 months/\$350 monthly.

\_\_\_\_\_ 4 Year Old Program - Morning - \$4,500 for 10 months/\$450 monthly.

\_\_\_\_\_ 4 Year Old Program - Afternoon - \$3,500 for 10 months/\$350 monthly.

Monthly Tuition Payments - The first monthly tuition payment is due on August 2, 2023 for the 3 and 4 Year Old Programs and September 2, 2023 for the 2 Year Old Program. Tuition payments must be processed by credit card. Cash or check tuition payments are not accepted.

Credit Card Tuition Payment - Please contact the Director of the Village Nursery School if you have any questions about this policy.

Required Authorization for Recurring Credit Card Transaction Form - The Credit Card form must be completed to register your child. Your credit card will be charged for the New Family Registration Fee, if applicable, and the Tuition Deposit at the time of registration. Monthly tuition will be charged according to the Monthly Payment Schedule. You will receive a copy of your invoice by email.

Absences/School Closures - Monthly tuition is due in full each month, regardless of absences or school closures. In case of extended absences, tuition must be kept current to keep the student enrolled.

Delinquent Accounts - You will be contacted promptly if your credit card is declined. Tuition not paid in full by the 10th of the month will be assessed a \$25.00 late payment fee, per month. Invoices are emailed monthly, and any past due amounts and late payment fees are due upon receipt. Any account 45 calendar days delinquent will be asked to promptly submit all outstanding payments and late payment fees.

Delinquencies over 60 calendar days may result in further consequences including, but not limited to, suspension or withdrawal from VNS. If you are unable to meet tuition obligations, you should reach out to the VNS Director or the Cornwall Presbyterian Church Pastor as soon as possible to discuss the possibility of a payment plan or apply for a tuition scholarship.

Late Pick Up Fee - After school care is not provided. Parents agree to be prompt and agree to pay a late pick-up fee of \$10.00 for every 15 minutes a student is left beyond the pick-up time. For example, a student left for 30 minutes past the end of the class would result in a \$20.00 charge on your account. The late pick-up fee will be billed monthly.

Withdrawal - The enrollment of your child at Village Nursery School is a ten-month commitment (September-June) that the Village Nursery School relies on to budget and plan for the school year. In the event where withdrawal before June 2024 is necessary, a 30-day written notice is required. No tuition will be refunded for the month of withdrawal. Any past due amount and late payment fees on your account must be paid in full. No other refunds will be given for services rendered.

#### Modification Conditions/ COVID-19 Planning

1. Village Nursery School reserves the right to modify any of the conditions of this agreement. A 30-day prior written notice will be given to the parent or legal guardian with any modifications to this agreement.
2. If a parent or legal guardian needs financial assistance, please contact the VNS Director or the Cornwall Presbyterian Church Pastor as soon as possible to discuss the possibility of a payment plan or a apply for a tuition scholarship.
3. As we continue to follow guidance and direction from the Centers for Disease Control and Prevention due to the COVID-19 pandemic, parents understand that if New York State

schools are mandated to close, make-up dates for missed classes will be provided and, if necessary, additional days will be added to the school calendar in June 2024.

Please sign and return indicating that you have read, understood and agree to all terms, conditions and financial obligations of this Financial Agreement between Village Nursery

School and \_\_\_\_\_ (print name):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Village Nursery School

Village Nursery School Treasurer Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**2023-2024 School Year**

**Monthly Payment Schedule**

| <b>Tuition Month</b> | <b>Date of Credit Card Charge</b> |
|----------------------|-----------------------------------|
| September 2023       | 8/2/2023                          |
| October 2023         | 9/2/2023                          |
| November 2023        | 10/2/2023                         |
| December 2023        | 11/2/2023                         |
| January 2024         | 12/2/2023                         |
| February 2024        | 1/2/2024                          |
| March 2024           | 2/2/2024                          |
| April 2024           | 3/2/2024                          |
| May 2024             | 4/2/2024                          |
| June 2024            | 5/2/2024                          |


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**Authorization for Recurring Credit Card Tuition Billing**

**Instructions:**

1. Print legibly in blue or black ink.
2. Complete all sections, sign and date the authorization.
3. Must include Credit Card CVV#.

| <b>Credit Card Billing Information</b>   |                         |  |                  |
|--|-------------------------|--|------------------|
| <b>First Name:</b>   | <b>Middle (if any):</b> | <b>Last Name:</b>  |                  |
| <b>Street Number and Name:</b>   |                         |  | <b>Apt. No.:</b> |
| <b>City or Town:</b>   |                         | <b>State:</b>  | <b>Zip Code:</b> |
| <b>Credit Card Holder's Telephone Number:</b>  |                         | <b>Credit Card Holder's Email Address:</b>   |                  |
| <b>Credit Card Number:</b>   |                         | <b>Credit Card Expiration Date: (mm/yyyy)</b>  |                  |
| <b>Credit Card Type: (Check one)</b>   |                         | <b>Credit Card CVV #:</b>  |                  |
| <input type="checkbox"/> Visa<br><input type="checkbox"/> MasterCard<br><input type="checkbox"/> Discover/JCB<br><input type="checkbox"/> Amex |                         |  |                  |
| <b>Credit Card Holder's Signature:</b>   |                         |  | <b>Date:</b>     |