



# WARD Preschool

40000 Six Mile Road Northville, MI  
wardpreschool.org 248.374.5911

## TUITION, FEES AND AUTOMATED PAYMENT PROCESSING

### REGISTRATION FEES

Registration Fees for 3s, 4s and Young 5s: \$105.00  
Registration fees are per child, due at time of registration,  
paid by ACH or credit card only and are non-refundable.

### TUITION

The first tuition payment and enrollment forms are due no later than June 15. If first tuition payment and enrollment forms are not received by June 15, a \$25.00 late fee will be added to your account and/or your child's placement may be forfeited. **No deductions shall be made for absences due to illness, vacation, or inclement weather. "Make-up" days will not be permitted.**

### MONTHLY TUITION

Your tuition will be divided into nine equal payments based on the total amount for the school year. Your payment will be processed on the 15<sup>th</sup> of each month in June and September through April. Families with two or more children in the program receive a 10% discount for the additional child(ren). The discount is given off the lower tuition amount.

#### ***Our monthly tuition and fees schedule are as follows:***

2 half days/week	\$144.00/month
3 half days/week	\$205.00/month
2 extended days/week	\$273.00/month
2 extended + 1 half days/week	\$342.00/month
3 extended days/week	\$410.00/month
Young Fives	\$392.00/month
Credit Card Fee	2.5%/transaction
Decline/NSF Fee	\$25.00/occurrence

### BILLING PROCEDURES AND PAYMENT POLICY

Ward Preschool is pleased to offer **Enrollsy**, a free online portal for you to access account information and easily access your account and tuition payments and statements. Enrollsy is safe, secure, and created with your convenience in mind.

1. Go to <https://app.enrollsy.com/sign-in/ward-preschool>
2. Enter your email address (the email you have on file with Ward Preschool).
3. You must use setup auto billing through your bank account or credit card. Charges will be billed on the 15<sup>th</sup> of each month June and September-April. If you choose to pay by credit or with a debit card there will be a 2.5% processing fee applied. If you use a bank account, there will be no fees applied.

4. If your account is billed and there are not sufficient funds for the monthly payment to process, there will be a \$25.00 decline fee per occurrence. It is up to you to confirm that all account information is correct. If there is an account error on your part, you are still responsible for the \$25.00 fee. You will have 24 hours from the date you are notified to pay your outstanding balance. Failure to do so may result in further action from Ward Preschool.

If you have questions regarding Enrollsy or billing please contact Juliann Sleek at [juliann.sleek@ward.church](mailto:juliann.sleek@ward.church) or 248-374-5914.