



Berkeley Hills Preschool

"We start from the Heart"

FINANCIAL POLICY – TUITION AND FEES FOR 2022-2023

PAYMENTS FOR SCHOOL YEAR:

3 YEAR OLD PROGRAM \$1,610.00

- TUITION: \$1,575.00
- ACTIVITY FEE: \$35.00

(Activity Fee includes art gifts, in-school and out-of-school field trips)

4 YEAR OLD PRE-K \$1,935.00

- TUITION: \$1,890.00
- ACTIVITY FEE: \$45.00

(Activity Fee includes BHPS shirt, art gifts, in-school and out-of-school field trips.)

METHOD OF PAYMENT:

- All tuition payments will be made electronically via PayPal. PayPal accepts credit cards, debit cards or PayPal accounts as payment options.
- A monthly invoice will be sent electronically via e-mail on the 15th of the month.
- **Monthly tuition payments due on the 1st of every month for nine months (August - April)**
 - 3 Year Old Program, Monthly Payment = \$175.00
 - 4 Year Old Pre-K, Monthly Payment = \$210.00
 - Activity fee for both the 3 Year Old Program (\$35) and the 4 Year Old Pre-K (\$45) are due with the August tuition payment.

FINANCIAL POLICY:

1. **ALL tuition payments will be made via PayPal.**
2. **Tuition is due by the 1st of each month (August – April).**
3. If tuition is not received by the 5th of the month, a \$30 late fee will be assessed.
4. If the tuition and late fee are not paid by the 10th of the month, the child will be suspended from attending class until the tuition due and late fees are paid in full.
5. There is no adjustment to tuition if the child is absent from school.
6. All payments are non-refundable except as set forth below.
 - a. Refund for pupil withdrawal will be made only in the event of a parent job transfer out of the area, job loss/layoff, illness or death. In such cases, refunds will be prorated.
 - b. There will be no tuition refunds in the event of a withdrawal after 4/1/23.
7. Any additional financial questions should be directed to the Treasurer: bhptreasurer@gmail.com

Berkeley Hills Preschool reserves the right to update or change the Financial Policy at any time.

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