



Mandala Children's House

Payment Policies

Non Profit Status

Mandala Children's House, Inc. is a § 501 (c) (3) non-profit corporation. Our tax ID # is 94-2371426.

Non-Adjustable Tuition

Tuition is figured on a yearly basis for families enrolled by Sept. 1st. Fees are based on a full school year, paid in ten (10) equal monthly installments, and they do not reflect the number of days attended in a given month. After September 1st, payments will be pro-rated to reflect a child's starting date. Our operating budget includes periodic holidays, staff in-service days, and anticipated child absences. After the Adjustment Period, no refunds will be given, as Mandala has limited enrollment and fixed costs. There will be no refunds for illness or vacation.

Second Child Family Discount

Families with a second child receive a discount of 5%, deducted monthly from their family tuition.

Payments

- **Registration Fee**
This is a non-refundable yearly fee (per child) paid at the time of registration.
- **Family Activity Fee**
This is a non-refundable yearly fee (per child), which covers the cost of school events. It is paid at the time of registration.
- **Tuition Payable**
The first tuition payment is due August 1st.
- **Tuition Payment Options:**
Tuition may be paid in one of three ways: [1] in one yearly payment, [2] in two half-yearly payments, or [3] in ten (10) equal installments. Payments may be paid online manually through IPN (Intuit Payment Network) on a monthly basis or by check if paying in one or two yearly payments. All first payments are due August 1st and in monthly installments thereafter through May. For those paying two half-yearly payments, the second payment is due Jan. 1st.
- **Late Payments:**
During the school year a \$25 late fee is charged for payments received after the 5th of the month.
- **Insufficient Funds:**
A \$30 assessment fee is charged for returned checks or insufficient funds.
- **Unpaid Accounts**
We use a collection agency for unpaid accounts. Parents are liable for reasonable attorney fees and collection costs.

Adjustment Period

Upon entry into school, the non-refundable *Registration Fee*, the *Activity Fee*, and *one tuition installment* must be paid. Children are then given a 2-week Adjustment Period in order to assure that Mandala is the best fit for your child, your family, and our classroom. If, after two weeks, it is determined by either party that our program is not a good match for your child, we will happily refund ½ month's tuition and the entire *Activity Fee*. The *Registration Fee* is not refundable.

Notification of Withdrawal

Parents must give Mandala **30 days' written notice** if they plan to withdraw their child from school. School fees are payable for 30 days following notification of withdrawal.

No Refunds after April 1st

If you choose to withdraw your child from school after April 1st, you will owe the remainder of your tuition payments through May. We are unable to fill our open slots after April 1st.

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