

## TUITION PAYMENT POLICY

Tuition (if applicable) is due each month as follows:

**MW or TTh - \$125    MWF - \$160    4 day (Mon-Thurs) - \$200**

**Tuition is based on the average number of class days per month  
and is the same each month.**

- Tuition is due the **first week** of each month unless special arrangements have been made with the Preschool Coordinator.
- Tuition not paid by the 15<sup>th</sup> of the month will be considered delinquent and a **late fee** of \$15 will be charged. In the event that tuition and applicable fees are unpaid at the end of the month, your child will be removed from the classroom rolls.

### Tuition Payment Options:

- **Card/Online Payments:** Create an account at <https://murrayschools.revtrak.net/>. Once logged in to your account, you can begin adding items to your cart. Once you have added all the items you need to pay for in the shopping cart, you can click the checkout button, enter your payment information, and complete the process.
  - **Please Note:**
    - Accepted payment methods are: echeck, debit, and credit – this information is saved into your account for easier recall.
    - There is a processing fee of 3.62%.
    - You will need to log in and pay each month.
- **Check:** Tuition checks should be payable to MCSD & placed in the envelopes provided and dropped in the white box marked "TUITION" located in the main hallway. To process payment correctly, please fill the envelope out completely.
- **Cash:** Cash payments should be made in person to the Preschool Coordinator, who will provide a receipt. **Exact payments only.**
- Payments sent directly to ECEC via your banking institution are acceptable. Parent/Guardian is responsible for arranging this. Indicate on the check for which child/children the tuition should be applied. Send payments to: 73 West 6100 South, Murray Utah 84107 \*\*The ECEC is not responsible for lost/missing payments.

### **PLEASE DO NOT PUT CASH IN THE TUITION BOX!**

- Refunds are NOT issued for days missed. If a child misses two consecutive weeks because of illness, you will receive a credit for the following month.
- If a check is returned to us unpaid, a \$15 fee will be charged.

### TAX ID #

If you claim your child's tuition as a childcare expense on your taxes the

Tax ID number is 87-6000503.