

**Family Network After School Activity Program (ASAP)  
2017-2018 MONTHLY TUITION AND FEES POLICY FORM**

**Application**

A \$25 application fee for returning families and a \$50 application fee for new ASAP families is due at time of registration.

**Monthly fee – PLEASE READ!**

- The monthly fee is based upon a **total yearly cost and divided into nine equal monthly payments.**  
    **\$336/5 days per week - \$284/4 days per week - \$220/3 days per week**
- ASAP closings – Thanksgiving Break, Winter Break, Spring Break – no change in tuition during those months. Calendar to follow.
- Tuition is payable on the 15<sup>th</sup> of the previous month (first payment due August 15<sup>th</sup> for September). **The August 15<sup>th</sup> payment must be received before your child can attend ASAP.**
- Fee adjustments **will not** be made for early pick up or days not attended.
- A sliding fee scale is available for families needing assistance.

**Full Days, Early Dismissal Days, and No Show Fees**

- Full Day fees must be paid the month **following** the full day; it will appear on the invoice.
- Early dismissal days do not incur an extra charge for those children already registered on that day. ASAP children not normally attending on an early dismissal day may come for an additional \$25; staff must be notified in advance of the day.

**Delinquent Payments – IMPORTANT!**

- Monthly tuition is due by the 15<sup>th</sup> of the month prior to the month of attendance. (For example, September tuition is due by August 15<sup>th</sup>).
- If current tuition is not received at that time, a **\$20 late fee will be charged.** Parents are responsible for paying tuition for the entire period during which their children are enrolled.
- **Fees not paid by the end of the month will result in your child missing ASAP until arrangements for payment have been made. Please call director to discuss payment issues.**

**Refunds**

- If a child is absent from school (illness, vacation, etc) that does not coincide with times when the ASAP program is closed, the parent is **still responsible** for tuition payments during that period of time.
- To withdraw your child from the program, Family Network must receive notification either in writing or by phone to the ASAP Director. Refunds will be issued in full if the request to withdraw is made prior to the beginning of the month.

**NSF Checks**

- A \$25 fee will be assessed for each check returned due to non-sufficient funds.

I have read and agree to comply with this policy. Name (Please Print) \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete both sides of this form.**



330 Laurel Ave.  
Highland Park, IL 60035

**2017-2018  
After School Activity Program  
ASAP**

**INVOICE PREFERENCES**

Name(s) of child or children \_\_\_\_\_

**CHOICES (choose one):**

**CHARGE CREDIT CARD FOR TUITION**

- Please charge my:
  - Visa
  - Master Card
  - American Express

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

**Please automatically charge tuition to my credit card on the 15<sup>th</sup> of the month  
(August 15, 2017 – July 15, 2018, if necessary):**

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

**CHOOSE ONE BELOW:**

**MAIL INVOICES**

- Please mail invoices to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

**EMAIL INVOICES**

- Please email invoices to:

Name \_\_\_\_\_

Email \_\_\_\_\_