

Dear Families,

We are writing to inform you of a new tuition policy that will take effect beginning

To help ensure timely tuition payments and maintain consistent program operations for your child, a \$25 late tuition fee will be applied when payment is **not received by the last day of the month.**

Policy Details:

- Tuition is due on the invoice due date, but **no later than the last day of the month.** For the remainder of this school year, the latest payment due dates are (date of the invoice and):
 - March 31
 - April 30
 - May 31
- If the last day of the month falls on a weekend, payment will be due on the Friday prior.
(May 31 falls on a weekend; therefore, payment will be due on **Friday, May 29.**)
 - If payment is brought to the door on the first school day of the month, the **\$25 late fee must accompany the tuition payment.**
 - Late fees **must be paid separately** and **should not be included in the invoice amount.** This amount can be paid by check (to HEEC) or cash. On-line payments are not accepted, for the late fee.
- If payment (including the late fee) has not been received after the first of the month, your child will **not be able to return to school** until the balance is paid in full.

Thank you for your cooperation and continued support. If you have any questions regarding this policy, please feel free to reach out.