

Financial Policy for The Early Learning Center of NOBTS

Registration

A registration fee is charged upon enrollment and at the beginning of each academic year. The registration fee is non-refundable.

Tuition and Due Date

The ELC tuition is a monthly rate. You will be billed on the 25th of every month for the upcoming month's tuition. The balance on your account is due by the fifth of each month.

The tuition rate at the ELC is for a continuous enrollment program. This means that tuition amounts are not reduced for absence for any reason.

All accounts should be current by the 5th of each month. Newly-enrolled families should bring their accounts current on the date of admission. The only exception to this will be the presence of a current, signed Payment Plan Contract.

Payment Plans

Parents/Guardians can select a continuous or a one-time payment plan arrangement. Each payment arrangement must indicate a plan to resolve the entire balance within the month of services. Example: If balance cannot be paid on October 5th, then the balance can be paid up to the last business day of October. A Payment Plan Contract must be established and signed in order for the payment plan to be effective. Failure to make any of the payments agreed upon in the Payment Plan Contract may result in termination of the payment plan and implementation of internal collections procedure. Please contact the ELC bookkeeper for more information regarding payment plans.

Outstanding Balances

If a payment plan is not established or maintained, termination of services in the subsequent month could result. Any balance accrued from previous enrollment should be paid prior to re-enrollment.

Payment Methods

Payments can be made via the following methods:

- By CASH: cash can only be accepted at the *NOBTS Business Office* in the Hardin Student Center at the front of campus. Please let the cashier know that you are making a payment for ELC services and provide your ID number.

- By CREDIT CARD, DEBIT CARD, or E-CHECK: these methods can only be accepted *online*. Please go to <http://www.nobts.edu/elc/financial-information.html> to make an online payment. You will also need your ID number for this method. Please note, an additional fee will be charged for e-check, credit, and debit card payments.

-By CHECK or MONEY ORDER: please make checks and money orders payable to NOBTS. Check or money order payments can be placed in the black drop box outside of the main office door, processed with the *Business Office Cashier*, or left in the *drop box* located in the Business Office. Checks and money orders may also be mailed to: NOBTS Early Learning Center, 3939 Gentilly Blvd., New Orleans, LA 70126. *Please include your name, ID number, and a description of what the payment is for on all checks and money orders.*

Returned Check Fee

NOBTS ELC charges a returned check fee (due to NSF, etc.) of \$50.00 for each returned payment.

Late Pick Up

The ELC hours are 7:30a.m. through 5:30p.m., Monday through Friday. A late fee of \$1.00 per minute per child will be assessed after 5:30p.m.. Upon pick-up you will clock your child out and sign the *Late Pick-Up Form* acknowledging your responsibility for the charge which will be posted to your account.

Fees

- Registration fee: \$135.00 per child. Payment is due by the date of admission as well as at the beginning of each academic year.
- Late pick up fee: \$1.00 per minute per child.
- Returned check (NSF, etc.) fee: \$50.00 per returned check or payment.
- Failure to provide a written two-week withdrawal notice may result in a financial penalty.

Summer Policy Waivers

- Parents can withdraw their child during the summer with assurance of guaranteed reenrollment.
- Families will be required to sign an *Attendance Adjustment Notice* form at least two weeks prior to the attendance change. Failure to provide a written two-week notice may result in a financial penalty.

Child Care Assistance Program

Child Care Assistance Program (“CCAP”) is a reimbursement program. Parents are expected to pay all Early Learning Center (ELC) charges not covered

through the program. All qualifying parents/guardians are required to sign a contract with the Early Learning Center. After ELC enrollment, each family is responsible for all charges until the ELC receives the CCAP-12 document. These families may be dismissed based on delinquent account status.

Foster Care

A Foster Care policy is available as needed. Please speak with the ELC bookkeeper for more information.

Release of Information

Without written request, client financial information will only be disclosed to the client, client's alternate contacts, ELC office staff, and NOBTS Business Office staff. Financial information includes, but is not limited to, current account status, updates on account balance, Child Care Assistance Program status, Foster Care status, and placement with an outside collection agency. NOBTS staff will not divulge confidential financial information to third-party entities unless the third party has written authorization, is an outside financial collection agency, or is a CCAP representative or Foster Care case worker.

The NOBTS ELC Bookkeeper will store and dispose of client records in a way that maintains client confidentiality.

Questions

If you have any questions regarding your account please contact the ELC bookkeeper at 504-816-8048.