

Mililani Community Church Preschool
95-1100 Kaapeha Street, Mililani, Hawaii 96789
Phone: 808-200-7186 ♦ Email: Preschool@MCCHawaii.org

Tuition and Fees Payment Policy

- **Application Fee** This \$25.00 non-refundable fee is to accompany the application form. Application will not be processed without this fee.
- **Registration Fee** An annual non-refundable registration fee of \$50.00 is due at time of acceptance for enrollment. This will secure your child's space for enrollment.
- **Tuition Payments** All monthly tuition payments are due in advance before the 1st of each month. Payments received after the 1st may incur the delinquent tuition payment fee. Payments may be made by cash or check. Please make checks payable to **Mililani Community Church Preschool** and write your child's name on the memo line.

Tuition will be prorated for students who enter MCCP after the first of the month. The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal.

In case of withdrawal, you must give 30 calendar day's notice of withdrawal in writing. You will be responsible for that month's tuition.

Once tuition is paid, there will be no refunds.

No discount is given for holidays, other days when the school is scheduled to be closed, or if your child is absent for any reason.

- **Tuition Assistance** Families that receive financial assistance from the Department of Human Services or other entities, please inquire with us before

enrolling your child. We are limited as to the assistance we are able to accept at this time.

- **Returned Checks** A charge will be placed against your account each time a check is returned (refer to the current fee schedule for the amount). Dishonored (bounced) checks may not be re-deposited.
- **Delinquent Tuition Payments** Tuition is due by the 1st of each month for that month's enrollment. Payments made after the 1st of the month may be subject to a \$30.00 Delinquent Tuition Payment fee unless arrangements have been made with the director for an alternate payment schedule. If payment is not received by the 1st and parents have made no arrangements with the school, your child will receive a drop notice from the 20th of that month. Re-enrollment is then based on a space-available basis and payment of past balances.
- **Extended Hours** Extended hours are available from 6:00 am - 7:00 am and 5:00 pm - 6:00 pm. Please check the current fee schedule for charges.
- **No refunds for fees and tuition paid.**