

Payment Policy

- **Tuition Payments:** All monthly tuition payments are due in advance on or 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** (MCCP) 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 notice of withdrawal in writing. You will be responsible for that month's tuition.
- Once tuition and fees are 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.**

Fees

- **Application Fee:** \$25.00 non-refundable fee is to accompany the application form. Application will not be processed without this fee.
- **Initial Registration Fee:** non-refundable registration fee of \$100.00 is due at time of acceptance for enrollment to secure your child's space. A Registration fee of \$50 will be assessed per School Year and/or Summer School session(s) to secure your child's space for the coming school year.
- **Comprehensive Fee:** A Comprehensive fee will be assessed per school year and summer sessions. The Comprehensive fee covers all the in-school activities, Field Trip and School T-shirt. Fee will be prorated if starting after first day of the school year.
- **Delinquent Payment Fee:** \$30.00
This fee will be assessed if tuition and any fees are not paid by the 1st of the month.
- **Returned Check Fee:** \$30.00
A maximum of two (2) returned checks will be accepted per school year. Subsequent payments must be made via cashier's check, money order or cash.
- **Late Pickup Fee:** \$10.00 for every 15 minutes or any fraction thereof. Payable upon time of pick up. Cash only.

Included: Student Application Form; School Calendar; Daily Schedule; Sample lunch and snack menu; Tuition Rates and Fees (For the current year of operation. Tuition rates are subject to increase every school year.)