

Auto Tuition Payment Policy Fall 2017

The Hartland Community Education Childcare Center

Auto Tuition Payment Policy and Agreement

The Childcare Center will be offering an auto tuition payment plan. Please read the information provided below and return to the office.

As the parent/parents of a Hartland Childcare child, I understand that to participate in the auto payment plan, I will be required to submit a valid credit/debit card number and e-mail address. This credit card will be used to pay the scheduled tuition amount.

I understand that I have the option to pay by check or cash. If I choose to do this, I must do so prior to the due dates, or my credit card will be charged on the specific dates.

Child's Name _____

Credit/Debit Card-

Visa, MasterCard, Discover, American Express # _____ Exp. ____/____

For a more efficient means of communication, we would like to have an e-mail address for each family. The Childcare Center office staff would use this address to contact you in regards to upcoming registration dates, upcoming events, payment reminders, etc.

E-mail address _____

We will process a bi-weekly payment of _____, on every other Tuesday.

If the center is closed, the amount will decrease by the daily rate.

By signing below, I am authorizing HCEC to process the established tuition amount.

I understand that I am responsible for the total amount and should the charge be denied by the credit card company, I will pay with cash, on the following business day.

Parent signature _____ Date _____

Fall Payment Withdrawal Dates

- Sept. 12 Sept. 5 to Sept. 8 (For 1 week with no charge on Mon. Sept. 4th, Center will be Closed)
- Sept. 26 Sept. 11 to Sept. 22
- Oct. 10 Sept. 25 to Oct. 6
- Oct. 24 Oct. 9 to Oct. 20
- Nov. 7 Oct. 23 to Nov. 3
- Nov. 21 Nov. 6 to Nov. 17.....

Any questions, please call (810) 626-2780.

Thank You,
Jen Turner – *Childcare Center Director*
Amy Rollins – *Lakes Latchkey and Summer Camp Director*