



## Enrichment Program Payment Policies

1. **Fees:** Monthly fees are due before the 1st of each month. Weekly fees are due by Sunday of the week services, and Friday fees are due the day before Service.
2. **Payments:** Payments can be made online via PayPal (\$2 fee), by cash, check (personal/cahiers), or money order via the After-School mailbox in the Lobby. Please note that if your personal check is returned for any reason you will be charged a \$15 fee and future payments may be required to be via cash, cahiers check or money order.
3. **Late Payment Fees.** Late Payments are subject to a **\$10 late fee** and must be paid with Program fees. If tuition is not received by the third day of the month, the student(s) will be removed from the program until payment is made. **(This will be strictly enforced.)** If this fee is not received your student(s) will not be allowed to attend the following month until the account is brought current.
4. **Payment Methods:** Payments must be made online via PayPal (2.2% fee) by cash, check (personal/cahiers), or money order via the After-School mailbox in the Lobby. Please note that if your personal check is returned for any reason, going forward payments must be made by cash, cahiers check or money order.
5. **Returned Checks:** Checks returned by the Bank for **any** reason will result in a Return Check Fee (RCF/NSF) fee of \$25 in addition to any applicable late fees.
6. **Late Pick-up Fees:** For students who are picked-up after 6:35pm, parents will be charged a late fee at the rate of \$1.00 per minute. **(This will be strictly enforced.)** If parents are late more than three times, their child(ren) may become ineligible to participate in the program.
7. **If student(s) is/are still present in Enrichment Program at 6:45pm, the Alpharetta Police Department may be called, and the students released to them.**
8. We require a minimum of two weeks' notice to withdraw students from the program. If notice is not received two weeks prior parent(s) or guardian(s) will be billed for service as previously indicated.
9. **Drop- In Service:** A Drop-In service is available to all Amana families for Fridays and on a weekly basis. **An enrollment packet must be completed, signed and returned to Amana; either in person (Afterschool Mailbox), via email [ahaddad@amanaacademy.org](mailto:ahaddad@amanaacademy.org) or fax; (678) 624-0892.** An email must also be sent informing the director of enrollment and start date.
10. **Refunds: Fees paid are non-refundable and non-transferable.**

I, the undersign Parent/Guardian, have read and agree to the Amana Academy Enrichment Program policies above:

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Signature of Parent/Legal guardian

Date