



BUREAU OF JEWISH EDUCATION, INC.
EARLY CHILDHOOD EDUCATION TUITION POLICY
2010-2011

1. All previous balances for the Early Childhood Program must be paid in full before starting the new school year.
2. Registration deposit's purpose is to secure your child's placement in our program. This deposit will be applied to the corresponding tuition balance for the registration. The deposit is non-refundable upon withdrawal from the program.
3. Early Childhood Education tuition is payable at the beginning of the school term. The installment plan is as follows:
 - A) Initial payment of half the balance of the school year is due **August 3, 2010**.
 - B) Remaining half of the tuition is due by **February 2, 2011**.
4. A \$50.00 late fee will be applied to accounts for any initial payments received after August 3, 2010.
5. A monthly charge of 5% of the remaining balance will be applied to accounts not paid in full by February 2, 2011.
6. Any and all charges associated with the receivable process will be the payee's responsibility. This includes, but is not limited to a \$25.00 service charge for any returned check and / or any collection service charges accrued regarding the payee's account.
7. Payment plans are available upon request. This service is provided at a fee of five percent (5%) of the account balance. Late fees, monthly charges, and any other charges associated with the receivable process are applicable under a payment plan. Payment plans requested after the initial payment due date will incur the \$50.00 late fee.
8. Payments may be made by personal check or credit card (MasterCard, VISA).
9. Any reimbursement or refunds for tuition will be pro-rated by semester. Only exceptions will be made for health and/or relocation.
10. Additional financial inquiries, questions, or requests can be directed to our Business Office Manager, Alisa Ervin, at 317.255.3124 ext. 3703 or email at aervin@bjeindy.org.