

Parent Acknowledgment

The undersigned agrees and understands that:

1. All tuition is due and payable in full on the first day of each month or half on the 1st and the other half on the 15th.
2. There will be NO prorated tuition for any month.
3. Tuition is due in advance on the 1st (monthly pay) or 1st and 15th (bi-monthly pay) of each month. After a grace period of one day a late fee of \$25.00 will be assessed. Thereafter, we will assess an additional \$5.00 per day. If the due date is on a weekend, payments shall be made the Friday before. Tuition is non-refundable. This policy will be enforced with no exceptions.
4. A two-week written notice is required prior to withdrawal.
5. In the event the account is sent for collection, customer (parent or guardian), agrees to pay costs of collection (collection costs, attorney fees, court costs, etc.)
6. **I have received a Parent Handbook and agree to abide by the policies therein.**

Agreed and Understood:

Parent or Guardian's Signature : _____ Date _____

Please sign, date and return this form to KCLC administrative office.