



Application

2020-2021 School Year

Child's Name _____

Date of Birth _____ Gender _____

Guardian Name(s) _____

Phone Number(s) _____

E-mail Address(es) _____

Address(es) _____

City _____ Zip Code _____

We wish to enroll our child in: (circle class, session, and days preferred*)

2/3 Class (2 years old by 9/01/20)		
Tuesday/Thursday	Monday/Wednesday/Friday	Monday-Friday

3/4 Class (3 years old by 9/01/20)				
3 days		4 days		5 days
M	T	W	TH	F

4/5 Class (4 years old by 9/01/20)				
4 days			5 days	
M	T	W	TH	F

*Preferred days are on a first-come, first-served basis.

Please attach your non-refundable registration fee in the amount of \$100 per child. Your check should be made payable to Unity Preschool. We accept payment via Venmo (UnityPreschoolEvanston) and Zelle/Chase QuickPay (827unitypreschool@gmail.com). Please label all payments as "Registration Fee."

Parent Signature _____ Date _____

Tuition assistance is available for families who qualify. Please contact Daryl Lynn Johnson at 847-869-7170 for more information regarding our tuition assistance policy.

Questions? Email 827unitypreschool@gmail.com or call 847-869-7170



Tuition Schedule

2020-2021

<u>Number of Days</u>	<u>Annual Tuition</u>
2-day tuition	\$2,850
3-day tuition	\$3,890
4-day tuition	\$4,800
5-day tuition	\$5,380

We are offering three payment options for the 2019-2020 school year:

Option 1: One payment for the full tuition amount made on or before May 1, 2020 will receive a 2% discount.

Number of Days	Annual Tuition minus 2%
2-day tuition	\$2,793
3-day tuition	\$3,812
4-day tuition	\$4,704
5-day tuition	\$5,272

Option 2: Quarterly installments due on or before: May 1, 2020, August 1, 2020, November 1, 2020 and February 1, 2021

Number of Days	Quarterly Payment
2-day tuition	\$712
3-day tuition	\$973
4-day tuition	\$1,200
5-day tuition	\$1,345

Option 3: Nine monthly payments due on or before the first of each month, beginning May 1, 2020 through January 1, 2021. A 2% service fee has been added to monthly payments.

Number of Days	Monthly Payment
2-day tuition	\$323
3-day tuition	\$440
4-day tuition	\$544
5-day tuition	\$610

How to pay: All payments should include the invoice number.

- **Venmo:** Our handle is UnityPreschoolEvanston
- **Zelle/Chase Quickpay:** Our handle is 827unitypreschool@gmail.com
- **Emailed invoice via QuickBooks:** Click on the link in the emailed invoice. Enter your banking information including account type, routing number, account number, and your name.
- **Check:** Make checks out to Unity Preschool. Please include the invoice number on the "for" line. If it is for an event or fundraiser (e.g. Teacher Appreciation), please include that.
- **Questions?** Email 827unitypreschool@gmail.com or call 847-869-7170



Tuition Payment Plan

We the undersigned have elected to pay Unity Preschool:

- _____ One annual payment due on or before May 1, 2020
- _____ Four quarterly installments due on or before May 1, August 1, November 1, and February 1
- _____ Nine equal installments due on or before the first of each month, May through January

Late payment policy: If tuition is not paid by the due date, a late fee of \$10.00 will be charged. If tuition is two months in arrears, a late fee of \$25.00 will be charged. If tuition is three months in arrears, the child may be dismissed from school. Any returned checks will result in a \$12 fee to cover bank charges.

Child's Name _____

Parents' Names _____

Phone Numbers _____

E-mail Addresses _____

Address _____

City _____ Zip Code _____

Class and Days of Enrollment _____

Important note: If Unity has not received the May 1 payment by May 2, we will offer your spot to a family on our waiting list.

Tuition Refund Policy

If a student drops:

- Between May 1 and September 1, regardless of payment option, one month of tuition is non-refundable.
- After September 1, there are no tuition refunds for Option 2 or Option 3.
- Between September 1 and December 1, half of the payment will be refunded for Option 1.
- After December 1, there are no tuition refunds.

A copy of this document will be furnished upon request. The original will be held in the school's files.

Signature _____ Date _____