

**Norfolk State University
Preschool Academy**

Tuition and Activity Fee Agreement

The Norfolk State University Preschool Academy operates largely from the funds generated by the tuition paid for the children enrolled in the program. Therefore, it is imperative that all fees are paid in full and on time.

The tuition for each school year is assessed on an annual basis. The tuition is payable in eleven (11) payments of **\$600.00 for full time and \$400.00 for part time**. The monthly payments may be divided into two (2) payments with authorization from the Program Director. The activity fee for the Fall/Spring semesters is **\$85.00** per child and is due in September. The Summer Program is held during the months of June and July. A summer activity fee of **\$90.00** per child is required in May for students enrolled in the summer session. Employees of Norfolk State University may enroll in payroll deduction for tuition payments.

If a parent submits payment directly to the NSU Cashier's Office a copy of receipt must be presented to the program office. **All checks should be made payable to NSU Preschool Academy**. University charges **\$50.00** for all returned checks; and the University will not accept personal checks if one or more checks are returned.

The full or first half of monthly tuition is due on the first school day of each month. Parent/guardian will be notified of the past due amount after the five-day grace period. If payment has not been submitted after the five-day grace period, the late fee of \$40.00 will be applied to the tuition. Failure to submit the overdue payment may result in exclusion from the program.

Financial Agreement

I have read the Tuition and Activity Fee Agreement, and agree to comply with the Norfolk State University Preschool Academy regulations regarding fees and tuition payments.

Child's Name _____

Signed _____ ***Date*** _____
Parent or Guardian