

# Lexington Preschool

## Tuition Form



### Lexington Local Schools

#### Office:

890 West 4<sup>th</sup> Street, Suite 3  
Mansfield, Ohio 44906

#### Phone:

419-884-1111 ext. 6500

#### Email:

Cotterill.meredith@lexington.k12.oh.us

There are three options for tuition payments for this year with new students depositing a nonrefundable payment of the first month's tuition for September at the time of registration.

#### Monthly Tuition Schedule:

Each month (Sept – May): Monthly tuition is due on or before the 10<sup>th</sup> of each month. A \$10 late fee will be applied if the payment is made after the 10<sup>th</sup> of the month. Tuition is \$125 monthly unless other options are selected by the family.

#### Biannual Tuition Schedule:

September 10<sup>th</sup>: First biannual payment due.

January 10<sup>th</sup>: Second biannual payment due.

#### Annual Tuition Schedule:

September 10<sup>th</sup>: Full tuition payment due.

At the bottom of the page, select which option will work best for you and your family for this school year, then sign and return this form. All the tuition information can be found in the parent handbook and on the preschool website for your reference throughout the year. In addition, a reminder letter will be sent in August with the amount that is owed for upcoming year.

All checks should be made out to Lexington Local Schools with "preschool" and the child's name written on the memo line. Checks can be mailed to the school to the attention Meredith Cotterill. Payments can also be made in the Lexington Preschool office. We highly suggest not to send payments in with the preschool student.

If a child is withdrawn, a thirty-day notice must be given in writing for any tuition to be refunded. This written notice must be mailed to the preschool mailing address or given to the secretary thirty day prior to the withdrawn date. Payment will be refunded for any tuition pre-paid past the thirty-day period. This also applies if a child is withdrawn between August 1<sup>st</sup> and the first day of school.

If tuition is not paid monthly and attempts are not made to bring the account to date, the child will no longer be enrolled in the preschool program.

I choose to pay my tuition on the \_\_\_\_\_ schedule.  
(monthly, biannual, or annual)

Parent name (print) \_\_\_\_\_

Parent signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_ School year \_\_\_\_\_

Registration Payment of \$125 towards September's Tuition; non-refundable

