



Children's Learning Center at Mitchell College FINANCIAL RESPONSIBILITY AGREEMENT 2023-24

CENTER HOURS OF OPERATION

The Children's Learning Center at Mitchell College ("The Children's Learning Center"), located at Chappell Cottage in the Mitchell Woods, is open Monday through Friday. The Center observes an academic year calendar, which includes holidays and academic year closures. Current calendar information can be found on The Center's website at <http://mitchell.edu/childrens-learning-center/>. It is important to check this website for updates, news and calendar information related to your child's enrollment at The Children's Learning Center. As part of your enrollment, this Financial Responsibility Agreement ("Agreement") will serve to explain certain enrollment terms and to establish an understanding of the obligations with the Children's Learning Center. If you have any questions about this Agreement or billing or financial matters, please contact the Program Director.

PAYMENT OF FEES AND PROMISES TO PAY

I understand that when I register a child for the Children's Learning Center, I am accepting responsibility to pay all the tuition, fees and other associated costs as a result of the registration. I understand and agree that if I withdraw my child from the classes for which I register, I will be responsible for paying the applicable fees in accordance with the withdrawal policy provided in this Agreement. **Initial:** _____

DELIQUENT ACCOUNT/COLLECTION

I understand that if I fail to pay any amounts due by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, I will be responsible for all collections costs, including reasonable attorney's fees. Mitchell College may refer my account to a collection agency and I understand that I am responsible for paying the collection agency fee which may be up to 15% of the account balance. **Initial:** _____

METHOD OF COMMUNICATION

I understand and agree that The Children's Learning Center uses email as an official method of communication with me and therefore I am responsible for reading the mails on a timely basis. I am also responsible for providing a primary email and to notify The Center of any email changes. I authorize the Center and Mitchell College to contact me at my current and future cellular phone number, email address or wireless device for any purpose, including without limitation, regarding my account. **Initial:** _____

METHOD OF BILLING

I understand that the Children's Learning Center uses electronic billing (e-bill) as its official billing method, and I am responsible for viewing and paying my account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. Families will receive their e-bill via the email address provided to the Center. **Initial:** _____