

Tuition and Fees

Registration

A non-refundable registration fee is due at the beginning of each school year your child is enrolled in the program. If you disenroll for any reason during the program, you will be charged a re-registration charge to enroll in the program again.

Collection of Funds/Fees

AlphaBEST utilizes **Procare**, the nation's number one child care software to manage student billing and payments.



Billing

- Tuition is due on the first day of each week of enrollment.
- Tuition remains due regardless of student attendance.
- Late fees will be assessed if tuition is not paid on or before week of service.

Payments

- All payments are made online via Procare's Tuition Express (www.alphabest.org).
- Payments can be made weekly or monthly by credit/debit card or bank draft
- AlphaBEST offers the convenience of tuition autodraft for families.
- Late payment procedures include the following:
 - Reminder letter sent two days past due.
 - Notice of intent to terminate services is sent prior to services being terminated for uncollected fees.
 - Services are terminated one week past due date.

Security

- Like the security of each child, we proactively take steps to protect our families' financial information as well.
- Procare's Tuition Express is a PCI Level I compliant processor which is the highest level of merchant services security available. Account information is safely encrypted and payments are paid on time.

Withdrawals

- Parents who want to withdraw their child from the program are required to provide a statement in writing at least two weeks prior to discontinuation of service. Parents will be assessed payment when they withdraw without proper notice.

AlphaBEST Education **does provide** itemized statements for IRS tax purposes. Parents can fill out a tax statement request on the AlphaBEST Education website (www.alphabest.org).