



Payment Policy

I have read and understood the payment policy.

Child Name	Parent Name	Parent Signature	Date
FEES Fees are due on 25th for the upcoming month. Please make checks payable to Fein Academy LLC * 1 check in value of your monthly tuition dated on September 1st. * 9 checks in value of your monthly tuition dated on Sep 25, Oct 25, Nov 25, Dec 25, Jan 25, Feb 25, Mar 25, April 25, and May 25		Mailing address Fein Academy LLC P.O. Box 730 Brookline MA 02446 Questions? 617-402-0050 finance@feinacademy.com	

Advanced checks for the Month Tuition

Tuition is due on 25th of the PRIOR month. For example, October tuition is due on or before September 25th. Please submit by September 10th, 2009 nine (9) checks for the subsequent nine months' tuition. We will keep these checks and deposit them automatically, one by one, on the 25th of each month. Alternatively, after paying the first month tuition you can set up an automatic bank payment **on the 20th of each month** (9 payment from September through May).

Late Fees

A 10% late fee will be accessed on all payments that are received 1 to 30 days late. A 20% late fee will be accessed on all payments that are received 30 to 60 days late. A student with payments more than 60 days late will be denied participation in class and other activities at the discretion of the director.

Returned Checks

If your check is returned for insufficient funds, you must submit a new check for the original amount plus a \$25 returned check fee, within 10 business days, in order to avoid additional late fees.

Withdrawal

If you withdraw from our program during the year, please provide a WRITTEN notice 30 days BEFORE your last class and we will refund all unused tuition fees. **NO WITHDRAWALS will be approved after April 1 2010.**

Thank you for your business!

Fein Academy LLC phone: (617) 402-0050 email: info@feinacademy.com
www.FeinAcademy.com