

**EARLY LEARNING CENTER
PAYMENT OPTION AGREEMENT**

Listed below are the methods of payment available for the services received at ELC. Please mark the option that fits the needs of your family the best. The option marked will be the method of payment expected until another agreement is completed, signed, and on file in our office.

- Semester Payment in full – only for clients with a full time contract and not receiving assistance from DHHS**
Payments received in full within 5 business days of the contract start date will qualify for a 10% discount
- Weekly Payments**
Payments are due in full the Friday in which service is provided. The amount due is equal to one week of tuition.
- Bi – Weekly Payments**
Payments are due in full the first and third Friday of each month. The amount due is equal to 2 weeks tuition
- Monthly Payments**
Payments are due the 15th day (or nearest business day after if the 15th falls on a weekend). The amount due is equal to 4 weeks of tuition.
- Bill to Ferris State University Student Account**
Student # to be billed: _____
Student # to be billed: _____

DEPARTMENT OF HEALTH AND HUMAN SERVICES recipients only:

- I have already submitted paper work to the DHHS
Date submitted: _____
- I intend to submit paper work to request assistance with childcare payments from DHHS
Expected date of submission: _____

**Please note ELC will allow payments in the amount of 1/3 of the payment option selected above for a maximum of 4 weeks. After this time full payment will be expected to continue childcare service. DHHS does require new paperwork each semester.*

Parent Name (Print Please)

Parent Signature

Date

Manager Signature

Date