

UNH Child Study and Development Center
TUITION POLICY July 1, 2017 - June 30, 2018
Full-time Child Care Programs – www.chhs.unh.edu/csdc

UNH Sliding Scale Tuition Rates (based on family income and UNH status)

All *benefits eligible* UNH faculty and PAT or OS staff and full-time students (minimum 12 credits of undergraduate or equivalent graduate full-time enrollment, including active dissertation work) may access a sliding scale tuition rate based on family income.

UNH families (whose total income is <\$95,000 and who desire a subsidy) must submit all W-2 forms along with the most recent pay check stubs for all family members to the UNH/CHHS Business Service Center (862-2261) within two weeks of a child's acceptance to the program.

The UNH sliding scale 2017-2018 weekly tuition rates are as follows:

Full-time Weekly Tuition Rates

Annual Family Income	Infants	Toddlers	Preschool I	Preschool II
< \$50,000	188.70	178.50	158.10	141.78
< \$65,000	220.32	205.02	183.60	163.20
< \$80,000	251.94	231.54	210.12	188.70
< \$95,000	293.76	273.36	241.74	225.42
> \$95,000	320.28	299.88	263.16	236.64

In cases where a non-UNH family is admitted the tuition will be at the >\$95,000 level above.

Any CSDC family may be eligible for **NH Child Care Assistance** toward tuition based on family size and income. If you think you may be eligible, please contact your district office of the Division of Family Assistance in the Department of Health and Human Services (www.dhhs.state.nh.us) or ask the Assistant Director at the CSDC (862-2833) for more information.

Registration Fee

A \$275 non-refundable registration fee is required in order to confirm acceptance of an admission offer into the full-day programs.

Tuition Payment:

Tuition is paid in *advance* in two week increments, or as arranged with the UNH College of Health and Human Services Business Service Center (BSC). Once a deposit has been paid, all full-time parents/guardians receive a payment plan from the BSC representative (in Hewitt Hall). Contact details for the BSC are available on the CSDC website.

For all UNH/USNH employees, automatic payroll deductions are the required method of making tuition payments. A **payroll deduction** form must be submitted to our BSC within

two weeks of paying the deposit for the CSDC program. Payroll deductions will begin on the payday before your child starts. The Business Service Center will offer parents/guardians an opportunity to review deduction schedules in advance and will provide dependent care receipts upon request.

Student and other families not eligible for payroll deduction should make payments two weeks in advance, beginning the Friday before their child starts. Checks should be made out to UNH and can be left at the CSDC office or sent directly to the BSC. Any family two weeks in arrears may be considered to have withdrawn from CSDC unless arrangements for payment have been discussed with the Director prior to that time. Families will be assessed a \$25 late fee for tuition not received within 2 weeks of the due date^(2.2015). Families planning to access NH State Child Care Assistance must meet with the Assistant Director as soon as possible and prior to their child attending the center to determine tuition co-payments.

Parents/Guardians become responsible for tuition on the date their child is enrolled, with one exception. In the event an infant between birth and six weeks of age is enrolled, parents/guardians will be responsible for 50% of the tuition to reserve the space until the infant reaches six weeks of age. At that time, parents/guardians will be responsible for the full tuition. With the Director's prior approval, a family may arrange to pay for full tuition for up to a six month period in order to "hold" a space while a child is absent in certain circumstances such as a UNH approved sabbatical. Whenever possible, the CSDC is committed to offering open spaces to families needing child care.

The Business Service Center will initiate any fee reductions resulting from internal program changes (for example, when a child moves from the Toddler room to the Preschool I classroom). There is a \$25 fee for a returned check.

Program Withdrawal

Children admitted to CSDC are eligible to attend the full day child care programs only while a parent/guardian retains status as a benefits eligible UNH or USNH employee or full-time student. Any extension of enrollment for the current academic year must be approved by the Director in writing and will be based on demand for the opening, the specific circumstances, and the needs of the child.

Parents/Guardians must submit a written notice to the [CSDC Administrative Assistant](#) at least four weeks (not including center closures) prior to withdrawing a child. Parents/Guardians will be responsible for all fees during this four-week period, even if their child does not attend and/or the position is filled.