

UNH Child Study & Development Center
TUITION POLICY 2017-2018
Full-Day Kindergarten – www.chhs.unh.edu/csdc

General Policies

Unlike other CSDC programs, parents/guardians contract for the Kindergarten program for the entire school year and agree to be responsible for tuition for this 10-month period (late August to mid-June). Families from the community without UNH affiliation pay tuition at the Community rate, while *benefits eligible* UNH faculty and PAT or OS personnel 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.

Any CSDC family may be eligible for **NH Child Care Assistance** toward tuition based on family size and income if working or pursuing training. 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 CSDC (862-2833) for more information and prior to your child attending the center to determine tuition co-payments.

Community Tuition Rate (non-UNH)

Because the Kindergarten program is a 10 month commitment, tuition is quoted as a school-year total. Weekly tuition rates are provided for information purposes only and may differ slightly from actual tuition.

2017-18 Tuition Rate

Estimated Weekly Rate	School Year Tuition (approx. 43 weeks)
\$206	\$8858

UNH Sliding Scale Tuition Rates (based on family income and UNH status noted above). All UNH families (whose total income is <\$95,000 and who desire a subsidy) must submit a copy of their most recent W-2 forms along with the most recent pay check stubs (for all family members) to the UNH/CHHS Business Service Center (862-2754) within one week of paying the deposit for the program.

UNH Sliding Scale 2017-18 Tuition Rates

Annual Family Income	Estimated Weekly Rate	School Year Tuition (approx.. 43 weeks)
< \$50,000	134	5758
< \$65,000	155	6644
< \$80,000	170	7308
< \$95,000	201	8637
> \$95,000	206	8858

Tuition Reduction

When approved by the Director in advance, the CSDC offers a tuition reduction of one-step on the sliding scale (approx. 8%) for a child admitted to the CSDC Kindergarten with an Individualized Education Plan (IEP) who also needs to attend a public school kindergarten part-time (afternoons) in order to receive additional support services. This policy is contingent upon an agreement by CSDC that this schedule will best serve the child's needs.

Registration Fee

A \$275 non-refundable registration fee is required in order to confirm acceptance of an admission offer into the Kindergarten program. *Families with a child who will attend the CSDC full-day preschool or pre-k/k program until kindergarten entry pay a reduced registration fee of \$175 due in early February.*

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 our 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).

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

Program Withdrawal

During the year, 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.