

## Tuition Policy 2022-2023: Full-Time Child Care Infant, Toddler, & Preschool Programs

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

All *benefits eligible* UNH faculty, 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 the sliding scale tuition rate based on family income.

UNH families (whose total income is <\$90,000 and who desire a subsidy) must submit the prior year's tax return (with social security numbers redacted) for all parents/guardians to the UNH-CHHS financial team within two weeks of a child's acceptance to the program.

**Full-time Yearly Tuition Rates and sliding fee scale (2022-2023)**

<b>Annual Family Income</b>	<b>Infants</b>	<b>Toddlers</b>	<b>Preschool I</b>	<b>Preschool II</b>
< \$50,000	\$9,666.29	\$9,050.61	\$7,942.37	\$7,142.04
< \$65,000	\$11,277.34	\$10,559.04	\$9,266.10	\$8,332.38
< \$80,000	\$12,888.39	\$12,067.47	\$10,589.83	\$9,522.71
< \$90,000	\$14,499.44	\$13,575.91	\$11,913.56	\$10,713.05
> \$90,000 <b>Community Rate</b>	\$16,110.49	\$15,084.34	\$13,237.29	\$11,903.39

In cases where a non-UNH family is admitted the tuition will be at the >\$90,000 level, the Community Rate.

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. (<https://www.dhhs.nh.gov/dcyf/cdb/eligibility.htm>)

### Annual non-refundable registration Fee

A \$275 non-refundable registration fee is required in order to confirm acceptance of an admission offer into the full-day program. This fee is then charged annually at the same time as the lottery process, typically in March.

### Tuition Payment:

For all UNH/USNH employees, automatic payroll deductions are the required method of making tuition payments. A **payroll deduction** form must be completed to confirm enrollment. Payroll deductions begin the payday after your child begins enrollment. If your child begins in the middle of a biweekly pay period, you will need to deliver a check on the first day of attendance for any

tuition due prior to the start of your payroll deduction. The financial team will clarify all amounts upon enrollment. Please note that continuing families will receive their payroll deduction forms once enrollment for the next year is determined and tuition calculations have been made, typically in May. If you need dependent care receipts, communicate to the UNH finance department and you will receive a receipt within two weeks.

UNH families who do not have a summer appointment may choose:

- Option 1 (9-month appointment): Families may choose to have the entire year's tuition deducted from their paychecks during the AY (19 biweekly pay periods).
- Option 2 (9-month appointment): Families may choose to have the tuition dispersed throughout the entire year. Payroll deductions would end in May and thereafter tuition would be submitted via biweekly checks to the CSDC on the first day of each biweekly period (a payment schedule will be provided).

Students and other families not eligible for payroll deductions deliver biweekly checks starting the first day of their child's enrollment. Checks should be made out to UNH and left in the tuition dropbox outside the CSDC office. There is a \$25 fee for a returned check.

Families will be assessed a \$25 late fee for tuition not received within 2 weeks of the due date. Any family who continues to be in arrears and who does not have a payment plan in place will be withdrawn from CSDC.

Families planning to access NH State Child Care Assistance must contact the CSDC Administrative Assistant 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. The single exception is when an infant younger than 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.

Fee reductions resulting from internal program changes will be communicated to families when applicable (for example, when a child moves from the Toddler room to the Preschool I classroom).

### **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***

***Executive 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 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. A minimum of two weeks' notice is required in order to make any changes to payroll deductions.

For families who are 9-month appointment employees choosing full tuition payment within their appointment calendar who withdraw from CSDC prior to the end of the year, tuition charges and/or reimbursements will be made based on the timing of withdrawal.

### **Curtailment and closures**

Tuition is due regardless of attendance each week. As long as we are open and your child is enrolled, tuition will be due in full. This includes:

- Curtailed operations due to inclement weather,
- If we are only open for a portion of a week and need to close for the remainder of the week, or
- If your child is sent home due to illness.