

## Tuition Policy 2024-2025: Full-Time 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 of 9 credits, including active dissertation work) may access the sliding scale based on family income.

UNH families, whose total income is <\$105,000 and who desire a subsidy, must submit the prior year's tax return (with social security numbers redacted) for all parents/guardians to the CSDC Executive or Assistant Director within two weeks of a child's acceptance to the program to be considered for the sliding fee scale.

In cases where a non-UNH family is admitted, the tuition will be at the >\$105,000 level, the community rate.

### Full-time Yearly Tuition Rates and Sliding Fee Scale

\*Tuition is based on 48 weeks of programming\*

The CSDC allows families to pay the tuition over 26 payments (bi-weekly) to ease the financial burden of tuition

Annual Family Income	Infants	Toddlers	Preschool I	Preschool II
<b>&lt; \$65,000</b> (based on 48 weeks)	<b>\$12,265.70</b> \$255.54/week	<b>\$11,453.24</b> \$238.61/week	<b>\$10,052.32</b> \$209.43/week	<b>\$9,038.47</b> \$188.31/week
Bi-weekly Payment (26 pay periods)	\$471.76	\$440.51	\$386.63	\$347.64
Bi-weekly payment (19 pay periods)	\$645.57	\$602.81	\$529.07	\$475.71
<b>&lt; \$85,000</b> (based on 48 weeks)	<b>\$14,718.83</b> \$306.65/week	<b>\$13,642.83</b> \$284.23/week	<b>\$11,972.90</b> \$249.44/week	<b>\$10,766.40</b> \$224.30/week
Bi-weekly Payment (26 pay periods)	\$566.11	\$524.73	\$460.50	\$414.10
Bi-weekly payment (19 pay periods)	\$774.68	\$718.05	\$630.16	\$566.66
<b>&lt; \$105,000</b> (based on 48 weeks)	<b>\$16,354.25</b> \$340.72/week	<b>\$15,312.00</b> \$319.00/week	<b>\$13,437.60</b> \$279.95/week	<b>\$12,083.52</b> \$252.74/week
Bi-weekly Payment (26 pay periods)	\$629.00	\$588.93	\$616.84	\$464.76
Bi-weekly payment (19 pays)	\$860.75	\$805.90	\$707.25	\$635.98
<b>&gt; \$105,000</b> (based on 48 weeks)	<b>\$17,989.68</b> \$374.79 week	<b>\$16,843.00</b> \$350.90/week	<b>\$14,781.36</b> \$307.95/week	<b>\$13,291.87</b> \$276.92/week
Bi-weekly Payment (26 pay periods)	\$691.92	\$647.81	\$568.52	\$511.23
Bi-weekly payment (19 pay periods)	\$946.83	\$886.64	\$777.97	\$699.58

\*\*Please note due to **rounding**, your last payment will be less than others as you will have met the threshold for annual tuition.

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. Information regarding this assistant can be found here: <https://www.nh-connections.org/families/child-care-scholarship/>

Families planning to access NH State Child Care Assistance must contact the CSDC prior to their child attending the center to determine tuition co-payments. Families accessing the state scholarship will be charged at the community rate (>\$105,000) and may not receive reduced tuition via the CSDC sliding fee scale.

### **Annual Non-Refundable Registration Fee**

A \$275 non-refundable registration fee is required 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**

Tuition is determined on an annual basis and reflects 48 weeks of service. For UNH/USNH employees, tuition is paid using payroll deduction allowing families to pay across the entire year, 26 pay periods. For example, if your tuition is \$17,989.68 (which is \$374.79 per week over 48 weeks), over 26 pay periods this results in a bi-weekly tuition payment/deduction of \$691.92.

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 UNH 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 this directly to Jessica Carver or Lisa Ranfos and you will receive a receipt within two weeks.

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).

### **Payroll Deductions**

All UNH affiliated families must select one primary payer who is affiliated with the university as faculty or staff. Students and other families not eligible for payroll deductions deliver biweekly checks starting the first day of their child's enrollment. Check paying families pay bi-weekly 2 weeks ahead of services provided. Checks should be made out to UNH and left in the tuition drobox 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.

### **PAT or OS Staff Payroll Deductions**

Payroll deductions for PAT or OS staff will occur biweekly, deducted in equal amounts, through the yearly payroll schedule (typically 26 pay periods). Tuition is paid in arrears for the previous two weeks resulting in delayed beginning of the year deductions and extended payment after enrollment ends.

### **Faculty**

Payroll deductions for faculty will occur biweekly in **one** the following ways:

**Option # 1 (19 Pay periods):** 9-month appointment faculty working the academic year (AY) who are only paid through 19 biweekly pay periods and therefore will have their total CSDC year's tuition to be spread out over those 19 pay periods.

**Option # 2 (26 Pay periods, equal deductions):** 9-month appointment faculty working the AY year who spread their pay out for all 12 months (26 pay periods) and would like CSDC tuition to be deducted equally from those 26 pay periods.

Note: A minimum of two weeks' notice is required to make any changes to payroll deductions.

### **Exceptions**

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 Executive Director's prior approval, a family may arrange to pay for full tuition for up to a six-month period 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 childcare.

### **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.

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. The number of program weeks of service incurred will be used to calculate these charges/reimbursements. If a child is withdrawn midweek, full tuition for the week is still due.

### **Curtailed and closures**

Tuition is due regardless of attendance each week. If 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.

**Acknowledgement of tuition policies**

All enrolled families must submit a completed acknowledgement of tuition policies and payroll deductions form upon reviewing the tuition policy with intake paperwork.

## Acknowledgement of Tuition Policies and Payroll Deductions

By signing below, I acknowledge that I have read and understand the CSDC's policy related to tuition and will provide the information requested below to initiate tuition calculations. I understand that I will receive an additional payroll deduction form to start the payroll deduction process.

<b>Child(ren) name:</b>
<b>Primary payer name:</b> <small>(must be faculty or staff)</small>
<b>Primary payer UNH ID #:</b>
<b>Primary payer status:</b> <input type="checkbox"/> <i>Faculty</i> Please select <b>one</b> of the two payroll deduction options as listed in the tuition policy: Option choice #: _____ <b>OR</b> <input type="checkbox"/> <i>Staff</i> Payroll deductions will occur biweekly, deducted in equal amounts, through the yearly payroll schedule (typically 26 pay periods).
<b>Sliding fee placement (circle one)</b> <65,000    <85,000    <105,000    >105,000
<b>Does your family qualify for <u>state scholarship</u>?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Signature: \_\_\_\_\_

Date: \_\_\_\_\_