

CDA YORK COUNTY
CDA (Child Development Associates) Credentialing Training Program
PO Box 512, SANFORD, ME. 04073 (207) 324-6844 or (207) 286-1445

Please fill out both pages of this form and send it in with your application

FINANCIAL CONTRACT

I. PROGRAM:

Name: CDA York County
Contact Person & Title: Susan Carroll, Program Director
Projected Dates of Enrollment: January, 2010 – December, 2010
Tuition Amount: \$2,000.00

II. CDA STUDENT:

Name: _____ Social Security #: _____
Address: _____ Phone #: _____

III. PAYEE –If different from the student: Examples: Agency, Employer, or State Department.

Name: _____
Address: _____ Phone: _____

IV. Tuition: \$2,000. All-inclusive cost including classroom instruction, textbook, Field Advising, 1st Aid Certification,). The non-refundable Registration Fee is \$50.00.

V. Tuition Payment Plans: All students are asked to read these policies, select one of the *Payment Options*, and sign this *Financial Contract*. If an agency or other 3rd party is responsible for the tuition payment, the person authorized to enter into contract must sign the Financial Contract, as well.

CDA York County offers its students the opportunity to pay monthly payments with no additional interest charges. For example, students paying \$200.00 per/month will have the tuition paid in full by the following June. The minimum monthly payment amount accepted is \$100.00 per/month. Monthly billing statements will be mailed to each student beginning in September. If a student receives addition money towards their tuition (like a scholarship) we will reimburse the student any amount that was paid over the tuition cost.

Students will receive a warning letting them know when they are one month behind. Students who fall behind by up to three months can result in suspension from the program and continue to be responsible for paying the tuition balance.

CDA York County accepts payments by VISA and Mastercard, check, or money order.

VI. Tuition Deadlines: Tuition must be paid in full by December 10th, 2010, in order to apply for September 1st CDA Credentialing deadline with the Council for Professional Recognition in Washington, DC. Students do not receive their Formal Observation until the tuition is paid in full.

VII. Withdrawal Policy: Students withdrawing from the program within the first **30 days following the first scheduled class**, will receive a full refund.

Under extraordinary circumstances, students can request a *Temporary Withdrawal* allowing them to drop out of the current class and are given permission to complete the required CDA coursework the following year at no additional costs. Students are required to submit a letter in writing to withdraw, including their name, address, phone, reason for withdrawal, and signature and date. If granted, the student must sign the *Temporary Withdrawal Form*.

I agree to abide by the above Financial Contract Policies and understand that lack of payments can result in suspension and I will be held responsible for paying the full tuition.

CDA Student Signature

Date

CDA Staff Signature

Date

