

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 2011 to December 2011  
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, 1<sup>st</sup> 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 3<sup>rd</sup> 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 Dec. 2011, in order to apply for September 1<sup>st</sup> 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 not be held responsible for any amount of tuition. If a student withdraws after four weeks, they are responsible for paying the tuition in full.

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

\_\_\_\_\_  
Payee Signature (if different from the student)

\_\_\_\_\_  
Date

