



### **PAYMENT INFORMATION:**

Tuition is due in full on the 1<sup>st</sup> of each month. Payments not received by the 1<sup>st</sup> of the month will be assessed a \$15 late fee. In addition, any account with an outstanding balance as of the 15<sup>th</sup> of each month will be assessed finance charges at a rate of 1.5 percent per month.

Tuition statements will be emailed 10 days prior to the 1<sup>st</sup> of the month. Statements are provided for your records, showing payments and charges to your account for the past 30 days. Because your tuition charges remain the same each month, payment of tuition is expected by the 1<sup>st</sup> of the month regardless of whether you have received your statement by that date. If you do not receive a statement, please contact the Finance Manager. We recommend you retain these statements for your future income tax records.

### **PAYING YOUR BILL**

Tuition payments may be made either at the front desk at the Main Center, kiosk stations located in the entry way at all three sites, or given to After School and Kendal at Ithaca site directors. IC3 accepts MasterCard, Visa, and personal checks. If you would like a receipt, please request one at the front desk at the time of payment. If payment is made at the kiosk a receipt will be emailed to you. If you would like to pay monthly by credit card, you can choose an auto charge payment option. If you are interested in this, please contact the front desk staff to set up this arrangement.

To insure that your payment is applied to the proper account, please label your payment with your child's first and last name.

If you have a Select Benefits form that requires an IC3 signature, please bring the form with you when you make your tuition payment. The front desk staff will sign your form at that time. (If no check is attached to your Select Benefits form, we must verify your payment with our accounting records. We will return the signed form to your classroom box in three to five business days.)