



### Registration Agreement - Billing

I understand that this registration is a contract for childcare for specific days and weeks and that I am liable for all costs. The following represents stipulations associated with this agreement:

1. Families are liable for the costs associated with weekly or monthly enrollment schedules (that they have scheduled in advance) regardless of whether their child attends.
2. Payments for the upcoming week are processed in advance and withdrawn using the payment method provided, the Friday before the first day of attendance for the upcoming week.
3. All payments must be made through auto-pay using a debit or credit card. The registrant (parent or guardian who E-signs this registration) agrees to enter payment information through the Auto Pay tab in the Parent Portal once this registration is approved.
4. Parents who schedule their child monthly or weekly are still responsible for payment if their child does not attend on days they were scheduled. Tuition for monthly and weekly schedules is due in advance and is non-refundable regardless of sick days, "acts of God," and any event outside of the control of Innovation Learning. This policy pertains to school district building related issues and pandemic.
5. INNOVATION LEARNING will not offer refunds for absences, vacation days, or holidays in which the program is in operation, or an event occurs outside of Innovation Learning's control.
6. Drop-in is our most flexible option. For families concerned about multiple absences and need scheduling flexibility, we strongly recommend that they consider drop-in attendance. Drop-in attendance is the only form of registration that is eligible for credit for absences, holidays, and vacation days.
7. If a child cannot attend a day in which they were scheduled for drop-in, the family is entitled to a credit. To receive a credit, they must contact Customer Service at [info@innovationlearning.com](mailto:info@innovationlearning.com) to make the request in writing or by calling 866-239-3661 x1 (the account will not be automatically credited without a formal request).
8. A child registered to attend weekly or monthly can only be unenrolled by notifying customer service in writing at [info@innovationlearning.com](mailto:info@innovationlearning.com) of their intent to cancel their weekly or monthly enrollment.
9. Families must make notification of intent to cancel weekly or monthly enrollment one week in advance (this means families must notify of their intention to cancel the Monday prior at the very latest). Failure to do so will result in billing for the upcoming week. The billing will be non-refundable (this is because Innovation Learning must set staffing one week in advance to ensure that we meet licensing standards and because payments are processed in advance).
10. Families must notify customer service one week in advance, writing to [info@innovationlearning.com](mailto:info@innovationlearning.com) of their intent to change their scheduled attendance and subsequent billing or unenroll. Families are responsible for all charges incurred in the interim.



11. Registration fees are non-refundable payments that are applicable and cover the entire school year or summer programming. Registration fees will not be refunded or credited unless the program does not open for at least five (5) days in a given school year. If the program has not opened, then the family may request a refund in writing or via phone at the end of the year.
12. Should programming be canceled or delayed by Innovation Learning for any reason, registration fees will remain on the family's account until programming resumes. Should programming stay closed and not open for at least five (5) days in any given year, then the registration fee will be credited to the following program year unless otherwise formally requested in writing (by contacting [info@innovationlearning.com](mailto:info@innovationlearning.com)).
13. When payment is not received in full by the due date, a \$25 late fee will be assessed, and each subsequent week there is an outstanding balance.
14. INNOVATION LEARNING reserves the right to deny students' attendance if a payment is more than one week past due, and the parent has not contacted Customer Service to make a payment arrangement. Likewise, INNOVATION LEARNING reserves the right to deny students attendance if a family is in default of a payment arrangement.
15. INNOVATION LEARNING will securely maintain your financial information. Parents/Guardians are responsible for updating with INNOVATION LEARNING any changes to your payment information, including card number, expiration date, and billing address changes.

By completing and e-signing the registration, I, the registrant, understand and agree to the terms, policies, and guidelines. I agree to be responsible for all costs incurred with collecting debts more than 30 days past due, including but not limited to fees for late payments, returned payments, uncollected payments, filing fees, court costs, and attorney's fees.

By e-signing below, I understand and agree to INNOVATION LEARNING'S tuition payment terms and authorize INNOVATION LEARNING to process tuition payments weekly before my child's participation in the program.

I understand and agree that it is my responsibility to notify INNOVATION LEARNING, in writing, of any changes to the information that I have included as part of registration. Such changes include contact information, emergency contacts, medical information, authorized pick-ups, and payment method. Failure to keep INNOVATION LEARNING apprised of important safety, medical, contact, and payment information could result in your child's inability to attend the program.