

Child Development Academy at Marshall University

520 Twenty-second Street, Huntington, WV 25703

Phone: (304) 696-5803

Fax: (304) 696-5805

Dear Parents:

Please sign and return this letter stating that you understand the following information:

1. If tuition is not paid on time, your account will be assessed a *late payment fee of \$25.00*.
2. If your check is returned, your account will be assessed a *returned check charge of \$30.00*.
3. If you need a second copy of your payments for taxes, your account will be assessed a *charge of \$5.00*.
4. I am responsible for informing the Academy of any change to the household income and I will be financially responsible from the date of the income change.
5. I am responsible for informing the Academy of any change of Marshall University student status and I will be financially responsible from the date of the student status change.

If you have any questions, please see the director.

Parent Signature

Date

Parent Signature

Date