



Seattle Preschool Program 2016-17 Tuition Payment Guidelines

General Payment Policies

1. Tuition covers the 6-hour day, school-year program. It does NOT pay for wraparound or summer care.
2. Tuition will not be prorated due to student absences.
3. Tuition adjustments, if any, will take effect the following month.

Partial Month Payment

Between the months of October and May, tuition may be prorated according to the following rules:

If a student starts...	Families will pay
on or before the 15 th	100%
on the 16 th or later	50%

If a student leaves...	Families will be reimbursed*
on or before the 15 th	50%
on the 16 th or later	0%

*assuming payment has already been made

Monthly Payment Plan Schedule

1. Families will be automatically enrolled in a monthly payment plan unless the City is notified otherwise.
2. Payment is due on the 5th of the month or the closest business day if that day falls on a weekend or holiday.
3. Monthly invoices will be sent out at least 2 weeks prior to the due date per the schedule below:

Service Month	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017
Invoice Sent	8/19/16	9/16/16	10/21/16	11/18/16	12/16/16	1/20/17	2/17/17	3/17/17	4/21/17	5/19/17
Date Due	9/5/16	10/5/16	11/4/16	12/5/16	1/5/17	2/6/17	3/6/17	4/5/17	5/5/17	6/5/17

Payment Options

The City offers several payment options for families. To ensure payments are processed accurately, ***please include the payment coupon and/or reference the student's name or ID on all payments.***

1. Customers can mail checks/money orders to the following address:
 City of Seattle - SPP
 P.O. Box 34214
 Seattle, WA 98124-4214
2. Walk-in customers can pay with cash, credit/debit, or check at the following location:
 City of Seattle
 4th Floor Payment/Information Desk
 Seattle Municipal Tower
 700 5th Avenue
 Seattle, WA 98104
3. Credit/debit card payments can be made over the phone by calling (206) 684-7800.
4. Automatic monthly withdrawals are available by completing an ACH form. See Tuition web page for a copy of the form: <http://www.seattle.gov/education/child-care-and-preschool/seattle-preschool-program/for-parents/seattle-preschool-program-tuition>

For more information about SPP tuition, please call (206) 386-1050 or email SPPBilling@seattle.gov