



THE CAMPUS LABORATORY SCHOOL
of Carlow University

EXTENDED DAY POLICIES

1. Bills will be calculated on the last day of the month and distributed during the first week of the new month.
2. Checks are to be made payable to “Carlow University”. Checks can be mailed to Student Account Department (2nd floor Antonian Hall) or placed in the tuition collection box outside of the CLS main office.
3. Payment may also be made using American Express, Discover, MasterCard, or Visa using the slip provided with your billing statement.
4. Payment is due by the 15th of the month. If the 15th falls on a weekend, payment is due the Monday after.
5. Payment paid after the 15th is subject to a \$10.00 late payment charge each month thereafter until the balance is paid in full.
6. An outstanding balance on the account may result in the child’s removal from the Extended Day program until the account is paid in full. Grades and transcripts could be withheld for accounts in arrears.
7. Fees are not negotiable. No hourly rates.
8. A check returned for insufficient funds is assessed an additional \$35.00 fee.
9. Children must be picked up by 6:00pm. A late fee of \$20.00 per 15 minutes will be charged. A separate bill will be given on the Friday after the late pick up for any late fees incurred and will include directions for separate payment of the late fee.
10. Extended Day care is not available on school half-days, holidays, professional development or conference days, snow days, or during emergency closings.
11. Extended Day care is tax deductible. The tax ID# is 25-0965-438