



POLICY AND PROCEDURES FOR TUITION PAYMENTS & DELINQUENT ACCOUNTS

OVERVIEW AND PURPOSE

The James E. McDonald Child Development Center at Coppin State University is committed to ensuring the safety and well-being of each child and strives to cultivate the physical, cognitive, social and emotional development of each child in a loving and nurturing environment. Every child enrolled in this program benefits from the care and support they receive from both teachers and staff; therefore, parents and guardians have a responsibility to pay their child's tuition and other related fees incurred while enrolled at the Child Development Center. The purpose of this policy is to provide information related to tuition payments, fees schedule, delinquent accounts and the reconciliation of payments.

PROCEDURES

1. TUITION PAYMENT & FEE SCHEDULE

- a. Tuition costs for each child is pre-determined based on the child's age per the guidelines of the Child Development Center and Coppin State University. This cost fluctuates as the child increases in age.
- b. The Center provides options for fulltime or part-time enrollment during the Center's hours of operation; part-time is considered 3 week days or less.
- c. Once enrolled, charges are incurred and payment is due on the 1st of the month [or as of the first day of enrollment] with a 5 day grace period. Payment received after the 5th of the month will be considered late and assessed a late fee. For a child enrolled part-time, payment is due before or on the day the child starts care for that week. Payment received after the close of that week will be considered late and assessed a late fee.
- d. Child pick-ups beyond the hours of operation posted by the Center will result in a late pick-up fee.
- e. Timely payments are essential for continued enrollment. If a parent/guardian anticipates difficulty with paying on time, he or she is encouraged to discuss this matter with the Center Director. The Center Director will approve alternative arrangements for payment when applicable.
- f. For convenience, the Center provides various options for payment. Acceptable methods of payment may include one or a combination of the following:

- i. Cash, money orders, personal/cashier's checks and credit/debit card payments can be made in-person Monday - Friday from 8:30am to 4:30pm to the University's Cashier's Office located on the 2nd floor of the Miles Connor Administration building. The payer must provide the full name of the child to the cashier at the time of payment.
- ii. The payer must give the original receipt(s) to the Center following payment.
- iii. There is a return check fee charged per check returned by the bank.
- iv. Credit card payments are also accepted via telephone by contacting the Cashier's Office directly at (410) 951-3691. The original receipt is forwarded to the Center by the cashier.
- v. The Center also accepts the State Subsidy Voucher provided through the Maryland State Department of Education. The parent/guardian is responsible for the portion of tuition not covered by the voucher.
- vi. Payments made via the University Eaglecard are made in-person at the Center. A confirmation of payment is provided following the transaction.

POLICY

2. DELINQUENT ACCOUNTS

- a. All delinquent accounts will be assessed late fees according to the Center's tuition and fee schedule. Fees must be paid by the end of the week of care in which the late fee(s) occurred.
- b. All late fees (late pick-up and late payment) must be paid in full by the next tuition payment/due date. If charges are not paid in full by the 10th business day of the month, the child/children will not be able to resume attendance until the account is brought current.
- c. As mentioned above, the Center offers alternative arrangements for payment. If such arrangements are not honored by the customer, the arrangement is void and the tuition and fees become due in accordance with the Center's regular tuition and fee schedule.
- d. Delinquent accounts beyond 30 days will be forwarded to the University's Collection Specialist for submission to the State of Maryland's Central Collections Unit (CCU); once the account is transferred to CCU, a 17% collection fee will be assessed and the management of the account becomes solely the responsibility of CCU. All debts must be paid in full to CCU to be considered current.

3. RECONCILIATION OF PAYMENTS

- a. The reconciliation of payments may be conducted at any time, however, a thorough review must occur on a monthly basis.
- b. After the close of each month, the Controller's Office forwards a PeopleSoft (PS) generated report to the Center's administrative personnel. The report is a detailed list of financial transactions processed by the University's Cashier.
- c. The Center also receives a similar PS report from Auxiliary Services which reflects the monthly detail for the Eaglecard transactions.
- d. Addition reports include the invoice documentation from the Maryland State Department of Education (MSDE), the agency responsible for the State Subsidy Voucher Program.
- e. The Center's administrative personnel must utilize his/her payment records and compare those records to the PS reports and MSDE to ensure all payments have been captured and recorded for the month. If discrepancies are noted, the staff member must carefully review all documentation to identify, explain or resolve any errors. A reconciliation report has been created to aid in this process.
- f. A final review of the reconciliation report is conducted by the Center Director. The Center's administrative personnel, the Director and the Dean of the College of Arts & Sciences and Education will sign the reconciliation report at the completion of its review.