

Tuition Payment

billing@cypresskumon.com

As we spread the benefits of the Kumon method to as many students as possible, we would like to continue to focus on the quality of instruction and streamline administrative duties such as tuition collection.

Remember to send in the tuition payment when the tuition is due depending on the Option that you have selected on the *Tuitions and Fees* schedule. We gladly answer your questions about your child's tuition, please send your inquiry to billing@cypresskumon.com.

1. **Use the payment drop-off slot** in the lobby area for credit card or check. Write your child's name on the tuition envelope and insert the check or credit card receipt before placing the envelope in the drop off slot for proper payment posting.
2. **Ask for the receipt** for cash payment at the front desk.
3. **Tuition is always due in advance**, before the beginning of the new month. For example September's tuition is due by August 31st. Please refer to the *Notice To Parents*. When payment is made after the 5th, simply add the \$20 late fee to the tuition. After the 5th, we have the right to withhold the student's work.
4. **Keep a tuition payment record** to remind you when the next payment is due. You may use a printed tuition envelope as payment record that available in the parent waiting room.
5. **Deposit to be returned** only when two-weeks advanced written notice is given AND the student must have remained enrolled for at least twelve months or longer.
6. **Your account will remain open and active** until a written notice is received. Failure to send in such notice will result in continued charges to your account. In case of emergency where advanced notice is impossible to give, please call us and we will do all we can to accommodate your situation.
7. **Schedule to meet with the Instructor** at the Center if you have questions about the tuition payment. As a part of the *Center Routine*, we will respond to all inquiries on Mondays - Saturdays from 9am-5pm except during class hours.



*Paying tuition on time to
save \$20 late fee.*