



MOUNT ST. JOSEPH
UNIVERSITY

**Mount St. Joseph University
Charlotte Schmidlapp Children's Center
Financial Responsibility and Policy Agreement**

I/We have read, understand, and agree to follow the terms and conditions of this Financial Responsibility and Policy Agreement (the "Agreement") in connection with any and all childcare services received by my children and/or children for whom I am/we are the parents or guardians (the "Children") from the Charlotte Schmidlapp Children's Center at Mount St. Joseph University (the "Children's Center").

- 1) **Parent Handbook:** I/we acknowledge that I/we have been given an opportunity to read and review the Children's Center Parent Handbook, which I understand may be amended from time to time (collectively, the "Parent Handbook"), and realize that I/we and the Children must obey all rules, policies, procedures set forth in the Parent Handbook as amended in addition to any other applicable Mount St. Joseph University policies and procedures while I/we and the Children receive services from the Children's Center. I/we agree to cooperate to the fullest extent with the staff at the Children's Center and I/we are aware that any violation of the Parent Handbook or University policies may result in the immediate cessation of services by the Children's Center to me/us and the Children. In the event of a cessation of services for Parent Handbook or University policy violations, I/we agree that I/we are responsible for the payment of any amounts due and owing for services received from the Children's Center through the cessation date.

- 2) **Financial Responsibility:** I/we agree that I/we are solely responsible for all payment obligations for the services provided to me/us and the Children by the Children's Center. I/we understand that I/we are obligated to timely pay the following:
 - a. The registration fee each semester
 - b. The hourly fee charged weekly based on the hours of the Children's attendance at the Children's Center

I/we understand and acknowledge that I/we are obligated to timely pay these amounts to the Children's Center as they become due and owing regardless of any financial aid, public assistance, and/or other reimbursements that may be available to me/us to pay for any portion of these amounts. I/we understand that the Children's Center reserves the right to immediately discontinue providing services to me/us and the Children if any payments due and owing become delinquent for any period of time. I/we understand that Children may not be registered with the Children's Center for the next academic year if my/our balance is not zero as of May 31st of each academic year.

- 3) **Financial Aid (if applicable):** I/we understand and acknowledge that I/we are responsible for communicating with the Financial Aid Department regarding any financial aid that may be used by me/us to pay the Children's Center. I/we also understand that, in the event financial aid is not available to pay all amounts due and owing to the Children's Center, that I/we are

responsible for timely paying any balance. The Financial Aid Department, located in the Administration Building, in the Office of Student Administrative Services, can be contacted in person, by emailing financial.aid@msj.edu, or calling 513-244-4418.

- 4) Public Assistance (if applicable): I/we understand and acknowledge that I/we are required to timely pay all amounts due and owing to the Children's Center regardless of potential reimbursements available through any public assistance program, including but not limited to those administered through the Department of Job and Family Services. To apply for childcare payment public assistance, visit: <http://jfs.ohio.gov/cdc/page4.stm>

- 5) Students (if applicable): I/we understand that students may view amounts due and owing to the Children's Center through my/our student account that is regularly updated. I/we understand that all amounts due and owing to the Children's Center must be paid in full at the end of every month and that payments may be made online or in person at Student Administrative Services, or by credit card over the phone. I/we understand that the Children's Center does not accept any childcare payments.

- 6) Employee Automatic Deduction from Paychecks (if applicable): I/we understand that if I/we are employees of Mount St. Joseph University that I/we must make all payments of amounts due and owing to the Children's Center by having those amounts automatically deducted from my/our regular paychecks and that no other payment arrangements can be made with the Children's Center. I/we understand that it is entirely my/our obligation to arrange for the automatic deduction of payments to the Children's Center by visiting Fiscal Operations, located on the first floor of the Classroom Building, or by calling (513) 244-4236.

By signing below, I/we acknowledge and agree that we have read and understand all terms and conditions of this Agreement.

(Parent/Guardian Signature)

(Date)

(Print Name)

(Parent/Guardian Signature)

(Date)

(Print Name)