1. Purpose
The purpose of this policy is to establish rules governing the billing and collection of the Bowdoin College Children’s Center tuition and related charges.

2. Scope
This policy pertains only to the billing and collection of tuition and related charges from parents and guardians of children enrolled at the Bowdoin College Children’s Center.

3. Responsibility
Communication of the elements of this policy to parents and guardians prior to the enrollment of their child at the Children’s Center is the responsibility of the Director of the Children’s Center.

4. Children of Bowdoin Employees
Parents or guardians who are employees of Bowdoin College are required to pay tuition via payroll deduction. Payroll deductions occur on the last business day of the month, beginning with the first month-end subsequent to the start date of an enrollment period. The deductions are made in equal installments based on the signed contract terms. Exceptions to the payroll deduction policy for employees will be considered in cases where an employee’s monthly earnings are insufficient to cover the tuition bill. Requests for such exceptions should be made in writing to the Controller prior to the start of an enrollment period.

5. Children of Non-Bowdoin Employees
Non-employee parents/guardians are billed by the Controller’s Office. Charges are due upon receipt of the bill, but no later than the last day of the month for which services are billed.

6. Delinquent Accounts
Bowdoin College reserves the right to pursue collection of the outstanding debt through the normal legal channels available. Any reasonable collection costs and attorney fees necessary for the collection of any amount not paid when due will be added to the parent/guardian’s account.
**Accounts over 30 days past due**
A child’s registration eligibility for future enrollment periods is placed on hold.

**Accounts over 90 days past due**
A child’s privileges to attend the Children’s Center will be revoked. The Controller’s Office serves notice to the parent or guardian, with a copy to the Director of the Children’s Center and the Senior Vice President for Planning and Administration & Chief Development Officer.

**7. Exceptions**
The Controller must approve any exceptions to this policy by written notice.