

Seattle Preschool and Pathway Program 2021-22 Tuition Payment Guidelines

Tuition Payment Policies

1. Tuition covers the SPP or Pathway programming only; it does NOT cover child care costs beyond regular school hours or scheduled school days.
2. Tuition will not be prorated due to regular student absences or typical agency closures (breaks, snow days). If an agency closes for health/safety reasons and closures are longer than 30 days, SPP/Pathway will communicate with families about next steps, if any.
3. For families who *choose* to participate remotely, but their provider offers in-person services, tuition will be charged at the regular monthly amount.
4. Monthly tuition bills will be sent to the primary email on file beginning September 2021.
5. DEEL offers a 10% discount for each additional sibling enrolled in SPP/Pathway.

Billing Schedule

Invoice month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cut-off Date to Report Changes	9/3/21	10/4/21	11/3/21	12/3/21	1/3/22	2/3/22	3/3/22	4/4/22	5/3/22	6/3/22
Tuition Bills Emailed	TBD	10/11/21	11/9/21	12/9/21	1/10/22	2/9/22	3/9/22	4/11/22	5/9/22	6/9/22
Payment Due Date	+15 Days	10/26/21	11/24/21	12/24/21	1/25/22	2/24/22	3/24/22	4/26/22	5/24/22	6/24/22

Tuition Adjustments

1. Changes to income or household size should be reported to the enrollment team (preschool@seattle.gov) before the cut-off date (see above) to be included in that month's billing cycle. Otherwise, all changes apply to the next month's billing date.
2. For children entering or exiting mid-month between October and May, tuition will be prorated as follows:
 - Entering before the 15th or exiting after the 15th, no change to tuition requirements
 - Entering after the 15th or exiting before the 15th, monthly tuition will be reduced by 50%

Making Payments

Information about payment options is currently undetermined, pending decisions about re-opening services. Payment options should be clarified in August.

Proof of Payment – For Information Purposes Only

1. As a courtesy, SPP/Pathway will mail tuition history statements twice a year, in February and July
2. For additional payment summaries, please send an email request to: SPPBilling@seattle.gov

Contact Us

Please email Billing Questions to: SPPBilling@seattle.gov

Seattle Preschool and Pathway Program

Tuition Frequently Asked Questions

When is my payment due?

Payments are due according to the Billing Schedule above or on the date listed on the bill.

Where do I receive my monthly tuition bills?

You will receive invoices via email from the City of Seattle from info@seattle.gov on the emailed date. If you do not receive an invoice on that date, please check your SPAM folder. Be sure to add "info@seattle.gov" as a Safe Sender (or mark as not SPAM) to ensure you will receive future emails. The primary email address on file is the email address the tuition bill will be sent to. Please ensure SPP/Pathway has the correct email address for your family.

Why are you billing me the full monthly amount for September and June when those are shorter months?

SPP/Pathway bills the same tuition amount for each month, regardless of how many school days are in that month.

What if I am late or can't make my payment on time?

Please notify the billing office if you have experienced a change in your family's financial circumstances and are unable to make a payment. In some cases, you may be eligible for a tuition reduction. We may also be able to set up a payment plan. Please contact SPPBilling@seattle.gov.

Do you offer online payment options?

Unfortunately, we are unable to offer online payments at this time. We do accept check/credit cards. Please see "Making Payments" for more information.

What do I do if there is a mistake on my tuition bill?

Please notify the billing office if there is a mistake on your bill. DEEL staff will work together to determine whether a change in tuition is needed.

Do you accept partial payments or offer payment plans?

We accept all payment amounts and offer payment plans on a case-by-case basis. Please contact the billing office for more information.

What if my income changes and I'd like my tuition amount adjusted?

Please contact preschool@seattle.gov with updated income documentation. An enrollment specialist will be in contact with you. Increases in income do not need to be reported within the school year; however, you may be asked to re-verify your income during the school year.