



CDA Development Center
CDA (Child Development Associates) Credentialing Training Program
Address: 50 Lydia Lane, South Portland, ME 04106 Phone: (207) 210-3536
e-mail: Susan.Carroll@opportunityalliance.org

Please complete all three pages of this contract and return it with your application and registration fee.

Financial Contract

I. PROGRAM:

Name: CDA Development Center
Contact Person & Title: Susan Carroll, Program Director
Projected Dates of Enrollment: April 2023-January 2024
Tuition Amount: \$800.00

II. CDA STUDENT:

Name: _____ Social Security: _____
Address: _____ Phone: _____

III. PAYEE –If different from the student: Examples: Agency, Employer, or State Department.

Name: _____
Address: _____ Phone: _____

IV. Tuition: \$800.00. Tuition includes the cost of classroom instruction, textbook, and classroom technical support. **The total cost of this program is \$800.00. \$50.00 non-refundable registration fee is due at the time of enrollment.**

V. Tuition Payment Plans: All students are asked to read these policies, select one of the *Payment Options*, and sign this *Financial Contract*. If an agency or other 3rd party is responsible for the tuition payment, the person authorized to enter into contract must sign the Financial Contract, as well. The Opportunity Alliance offers its students the opportunity to pay in full, make monthly payments, or quarterly payments. The minimum monthly payment accepted is \$80.00 per month unless a student is able to provide documentation of an approved third-party payment (like a scholarship or employer). Students who fall behind by up to **one month** can result in suspension from the program and continue to be responsible for paying the tuition balance. The Opportunity Alliance accepts payments by VISA and MasterCard, check, or money order.

VI. Tuition Deadlines: Tuition must be paid in full by January 20th, 2024, to apply for the CDA Credentialing with the Council for Professional Recognition in Washington, DC. Students do not receive their certificate of documented training hours or their Final Observation until the tuition is paid in full.



VII. Withdrawal Policy: If a student withdraws **four weeks after classes begin**, they are responsible for paying the tuition in full.

Under extraordinary circumstances, students can request a *Temporary Withdrawal* allowing them to drop out of the current class and are given permission to complete the required CDA coursework the following year at no additional costs (continuing their original payment obligation) or come in on another class. Students are required to submit a letter in writing to withdraw, including their name, address, phone reason for withdrawal, and signature and date. If granted, the student must sign the *Temporary Withdrawal Form*.

- **I agree to abide by the above Financial Contract Policies and understand that lack of payments can result in suspension and I will be held responsible for paying the full tuition.**

CDA Student Signature

Date

CDA Staff Signature

Payee Signature (if different from the student)



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III. Please Check one of the following Payment Options:

Option #1: Tuition Paid in Full by April 30, 2023

Option #2: 4 payments @ \$200.00 each

Payment Due Dates:

- | | |
|--------------|-------------|
| 1. Apr 20th | 3. Oct 20th |
| 2. July 20th | 4. Jan 20th |

Option #3: 10 Monthly Payments @ \$80.00 MUST BE PAID MONTHLY

Payment Due Dates:

- | | | | |
|--------------|--------------|-------------|--------------|
| 1. Apr 20th | 4. July 20th | 7. Oct 20th | 10. Jan 20th |
| 2. May 20th | 5. Aug 20th | 8. Nov 20th | |
| 3. June 20th | 6. Sept 20th | 9. Dec 20th | |

I understand that by signing this Financial Contract, I agree to the Payment Plan checked above.

CDA Student Signature

Date

CDA Staff Signature

Payee Signature (if different from the student)

Mail Payments to:

**Emily Porr/CDA Development Center
Emily.porr@opportunityalliance.org
The Opportunity Alliance
Finance Department
50 Lydia Lane
South Portland, Maine 04106**