



**School Enrollment and Tuition Agreement**  
**2011-2012 School Year**  
**Terms of Agreement**

Child's Name: \_\_\_\_\_

Group: \_\_\_\_\_

Students are enrolled on full time, ten-month-basis and the entire tuition is payable in ten equal installments. Absenteeism due to sickness, truancy, suspensions, extended class trips, travel, and school closure for Christmas and Easter vacations, or for any other reasons, does not exempt parents from their tuition obligation. Tuition is due and payable on the first of each month.

Tuition fees may be made in cash, check, or credit card. Parents, who prefer to make payments by credit card, are required to have credit card information on file. All checks returned for not sufficient funds or credit card charges declined, will be charged a service fee of \$25.00.

**Consequences of Late Payments**

**Past Due Status:** The student's account is past due, if the monthly tuition is not paid by the 5<sup>th</sup> of the month. As a result, a statement with a past due notice is issued reminding parents of their responsibility. Credit card payment is offered as an option.

**Overdue Status:** The student's account is overdue, if the monthly tuition is not paid by the 20<sup>th</sup> of the month. As a result, a statement with an overdue notice is issued and accompanied by a letter stating possible delinquency and financial probation. Also, the account is referred to the School Board for collection purposes.

**Delinquent Status:** The student's account is delinquent, if the monthly tuition is not paid by the end of the month. As a result, the student will be immediately placed on financial probation until the balance is paid in full. During the financial probation, the school reserves the right to take any and all measures to secure the unpaid tuition. The following may apply

- require the parents to resort to credit card payment method
- bar the student from receiving financial privileges such as discounts and awards
- prohibit the student from participating in school co-curricular, extracurricular and sports activities
- refer the account to collection, and finally
- terminate the student's enrollment as follows:
  - a. Student with outstanding balance at the end of the 1st semester will not be accepted to class the next semester and his/her name will be removed from the class roster
  - b. A student with outstanding balances at the end of a school year will not be allowed to register the next academic year.

**OTHER EXPENSES:** Uniforms, picture and photograph costs, field trip and other related expenses, are the financial responsibilities of the parents.

Early Withdrawal from School:

- a. Voluntary: if your child is voluntarily withdrawn from enrollment, the tuition for the remainder of that month shall be forfeited.
- b. Involuntary: If your child is expelled by the School for any reason, then you shall be entitled to a prorated refund of paid tuition for the remainder of that month. Such action by the School shall not relieve you from any unpaid tuition or other charges. The School reserves the right to refuse initial enrollment or continued enrollment for any student.

School Hours:

- a. When School is in session, the School will be open on weekdays, excluding holidays, at 7:30 AM each morning and will close at 5:30 PM each evening. By signing this agreement, you agree your child will be brought to school no earlier than 7:30 AM each morning and will be picked up no later than 5:30 PM each afternoon. The School is not responsible for children who are left on School premises before or after school hours.
- b. Preschool classroom hours are 8:30 AM to 3:00 PM.
- c. Free extended day care is available from 7:30 AM to 8:30 AM.
- d. After School Care (3:00 PM to 5:30 PM) is available. The charge is \$60 until 4:30 PM and \$120 until 5:30 PM for each child. Monthly after school care charges must be paid on the first of each month. This charge will be added to the monthly tuition and will appear on the monthly statement.

Supplies: The annual Supply and Earthquake Preparation Fees are included in the Registration fee.

By signing this agreement, I understand the School may evaluate my child in the areas of growth and development using the Child Development Observation/Assessment Tools at least twice a year by the classroom teacher and more frequently if necessary. If any growth and developmental issues are identified and it is determined by School staff that further observation/evaluation is necessary, the School will refer parents of children with suspected developmental delays to appropriate agencies for testing or evaluation at parent's/guardian's expense. If necessary, based on a student's need for additional supports, the School will assist parents in finding another more suitable program. The School reserves the right to refuse initial enrollment or continued enrollment for any student.

I understand and accept the terms of this Enrollment and Tuition Agreement. I have received a copy of and have read the School's Student Handbook. My child and I agree to abide by all the rules and regulations of the School, as stated in all official School publications and handbooks which may be subject to revision from time to time.

I, \_\_\_\_\_  Father  Mother  Guardian,

of \_\_\_\_\_ agree to abide by the school's contract/agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_