

**2018-2019
Enrollment Agreement**

**

Full name of student: _____

Person(s) responsible for tuition:

a. Full Name _____

b. Home Address (Street, City, State, Zip) _____

I (We) wish to enroll the above named student ("Student") in River Song School ("School") for the 2018-2019 10-month program (September to June) or the 2018-2019 11-month program (September to July) or the 12-month program (September to August).

The above named student's first day of attendance will be _____ ("Date of Enrollment").

Policies

***Period of Enrollment:** I understand and agree that the period of enrollment shall be for the entire school or expanded school year or, in the case of a Student entering after the school year has begun, from the date of enrollment to the last day of school as published in the current school year calendar. Commitment for the Full School Year: I understand that River Song Montessori School has granted to the Student one of a limited number of placement positions. Having accepted one of such limited number of placement positions, I understand and agree that there will be no refund, credit, or remission of fees or tuition in the event of absence, withdrawal, or exclusion of the Student from River Song School except as provided in the Withdrawal from School and the Mandatory Withdrawal Policy below.

Initial Enrollment Fee (For New Students Only): Upon acceptance to River Song School, the enrollment fee of \$150, the materials fee of \$100, and the \$350 tuition deposit are due. These fees are non-refundable, but the tuition deposit may be applied to first month tuition.

Initial Here _____

Community Service Fee:

River Song School is a nonprofit organization and parent volunteering supports our staff and students. Parents of all children enrolled at River Song School shall work five (5) hours of community service per semester or ten (10) hours per year either on site, or at home (approved in advance). Parents will be billed an annual \$100 Community Service Fee in fall. This fee is reimbursed based on completion Community Service hours. **Re-Enrollment Fees (For Returning Students):** At the time of re-enrollment (for returning students) a \$150 annual non-refundable fee is due and is enclosed with this agreement. In consideration for payment of this non-refundable fee, the school will hold a place for the Student.

Withdrawal from School: In consideration for the timely payment of the annual Tuition, all fees, and compliance with the policies of River Song School as explained in the River Song School Parent Handbook, the Student may withdraw from School and terminate this agreement under the following conditions:

1. A written letter of intent to withdraw is submitted the School accompanied by a \$250 non-refundable withdrawal fee. This letter shall be effective on the first day of the calendar month following the date of submission ("the Effective Date").
2. Sixty (60) days from the Effective Date, the Student shall be considered to have voluntarily withdrawn from the School ("the Withdrawal Date").
3. Any payments due after the Withdrawal Date shall be cancelled, except any outstanding balances accrued up to the Withdrawal Date.
4. After the Withdrawal Date, semester and annual payments as well as any prepayments, shall be refunded to the extent they exceed any tuition due under this contract.
5. All fees, including the Initial Enrollment fee, First Month's Tuition and the Re-enrollment fee, are non-refundable.

Initial Here _____

Late payments: In the event any payment shall be more than 15 days late, River Song School shall have the right to withhold any and all services for the Student and/or parent. The tuition and any other costs that have not been paid are due immediately. A late fee of \$25 will be strictly enforced on payments received after the 15th of the month.

Change of program/time option: I understand that I can request to change program/time options effective the first of each month ("Change Date"), provide I give written notice to the school office on or before the 20th of the previous month and that these requests are considered on a space available basis. There will be a \$25 administrative fee due at the time the request is made.

Mandatory Withdrawal Policy

River Song School may temporarily exclude or permanently terminate a Student's enrollment as follows: Upon two weeks' notice for the following reasons:

- Parental failure to abide by school policies and/or this Agreement.
- School's program is not meeting developmental or special needs of the Student as determined by the Director.

Immediate withdrawal without prior warning may result for the following reasons:

- An account that is past due for fifteen days and/or disregard of tuition policies
- A pattern of late pick-up as determined by the administration
- Health or behavioral reasons on the part of the Student
- Conduct of parent, guardian, or a Student that the school administration, at its sole and absolute discretion, determines is threatening to the well-being, safety, or stability of the students or staff.

Payment Options

Please check the payment plan you desire: Use the enclosed program option/time fee schedule to calculate.

___ **Single Payment Plan:** A single payment of \$ _____, which represents the sum of the tuition plus before and/or after school options. This payment is due on or before September 1, 2018. I have the option of handling this payment by personal check or credit card through Paypal.

___ **Semester Payment Plan:** Two equal payments of \$ _____, which represent the sum of the tuition plus before and/or after school options. This first payment is due on or before September 1, 2018 and the second payment is due January 1, 2019. I have the option of handling this payment by personal check or credit card through Paypal.

___ **Monthly Payment Plan:** Ten, Eleven or Twelve consecutive monthly payments of \$ _____, which represent the sum of the tuition plus before and/or after school options. The first payment is due on or before September 1, 2018 and the remaining payments are due on the first day of each month, ending in June, July, or August 2019. I have the option of handling this payment by personal check or credit card through Paypal.

School Fees already paid upon acceptance (non-refundable): \$ _____

Total amount of tuition made payable to River Song School: \$ _____

Student's Name: _____

I (We) wish to enroll the above named Student at River Song School for:

___ 2018-2019 10 month school year (September 10th, 2018 to June 30th, 2019) or

___ 2018-2019 11 month school year (September 10th, 2018 to July 31st, 2019) or

___ 2018-2019 12 month school year (September 10th, 2018 to August 31st, 2019)

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Enrollment Agreement Page 2 of 3

