



## 2018-2019 Preschool Enrollment and Tuition Agreement

### 3-Day Preschool Program Details

Days: Tuesday, Wednesday and Thursday 9:00 am to 1:00 pm

Calendar: September 4, 2018 through June 20, 2019

Ages: 3 years to 5.5 years by September 1, 2018 and potty trained

Today's Date: \_\_\_\_\_

#### **Child:**

Name \_\_\_\_\_

Birthdate \_\_\_\_\_

#### **Parent / Guardian 1:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

#### **Parent / Guardian 2:**

Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

*\* Additional parents/guardians may be added on a duplicate of this form.*

## **Tuition Plans - PLEASE CHECK THE BOXES NEXT TO YOUR INTENDED PAYMENT PLAN**

Parent/Guardian understands that tuition and fees, exclusive of field trips and special events, are as follows:

3-Day Preschool tuition:

☐ \$8,850 annually\* ☐ \$885 per month, 10 monthly payments

\*We offer discounts for full annual tuition payments made upfront by the following dates (does not apply to registration or supply fees):

☐ April 15, 2018 - a 7% discount will be applied.

☐ June 15, 2018 - a 5% discount will be applied.

☐ August 15, 2018 - a 3% discount will be applied.

### **Additional Fees / Non-refundable deposit**

The following non-refundable fees, which serve also as your deposit, are due with this contract. The signed contract along with the fees will reserve your child's spot in the preschool for the 2018-19 school year.

Supply Fee: \$425 (*Covers all snack and art supplies for the year.*)

Registration Fee: \$75 (*Waived for any child currently attending Sea Star Village.*)

Total Fees due with this contract: \_\_\_\_\_

THIS AGREEMENT by and between Sea Star Village, a California non-profit corporation located at 611 Heliotrope Avenue, Corona del Mar, CA 92625 (hereinafter referred to as SSV), and \_\_\_\_\_, parents or guardians of \_\_\_\_\_ (hereinafter referred to as FAMILY).

WHEREAS, SSV conducts a non-profit preschool for children supported entirely by tuition, grants and donations; and WHEREAS, FAMILY wishes to enroll named student listed in this agreement.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties agree as follows:

**1. Period of Enrollment:** FAMILY understands and agrees that the term of this agreement shall be for the entire school year, or, in the case of a student enrolling after the school year has begun, from the date of enrollment through the last day of the school year.

**2. Trial Period:** SSV may at its discretion establish a trial period for new students after which time a determination is made by SSV as to whether final admission is appropriate. If final admission is not attained, tuition payments made-to-date will be reimbursed on a prorated basis.

**3. Commitment for Full School Year:** FAMILY understands and agrees there is no reduction, refund, credit, or other allowance made for snow days, absence, illness, missed classes due to tutoring or other programs, dismissal with cause, or withdrawal except as noted elsewhere in this agreement.

**4. Tuition:** FAMILY agrees to pay SSV the tuition for the 2018-2019 school year for the student listed in this agreement and in accordance with the selected payment plan. Students may not attend school and are not considered enrolled until a tuition agreement has been fully executed and all required tuition and fees have been paid. The fact that tuition and fees are paid in one or more installments does not constitute a fractional agreement.

**5. Non-Refundable Initial Deposit:** FAMILY understands that the \$500 Initial Deposit and payment of fees is non-refundable. This enrollment and tuition agreement will NOT be processed until the \$500 Initial Deposit is received by SSV. (\$425 for currently enrolled students.)

**6. Tuition Refund Insurance:** FAMILY may choose to independently acquire its own tuition refund insurance plan. By signing this tuition agreement and enrolling the aforementioned student, FAMILY realizes that FAMILY is responsible for the full year's tuition for the 2018-2019 academic year regardless of the reason for separation, be it withdrawal or dismissal.

**7. Early Payment Discount:** FAMILY may choose to receive an Early Payment Discount on the tuition amount by agreeing to pay the full tuition amount by the dates specified above. If the family agrees to meet the requirements for the Early Payment Discount, but fails to meet those requirements, the agreement will be deleted and FAMILY will need to sign and submit a new agreement without the discount.

**8. Monthly Payments:** If FAMILY does not opt to pay in full, monthly payments will apply. An initial payment of first and last month's tuition will be due by August 15, 2018 or at the time of

enrollment if enrolling after August 15, 2018. Thereafter, 8 monthly payments will be due on the 1st of each month, beginning October 1, 2018 and ending May 1, 2019.

**9. Late Fees:** SSV has the discretion to add a late fee of \$25 per month for any amount owed the school which is not received within 7 days of the due date as set forth on the tuition payment schedule. FAMILY agrees to pay any late fees. All payments to SSV for tuition or other charges for the 2018-2019 school year must be paid in full by May 15, 2019.

**10. Returned Check Fee:** A \$25 fee will be charged for returned checks or automatic payments that do not clear. Checks will not be re-deposited.

**11. Withdrawal of Student:** FAMILY understands that in order to provide its service, SSV must make certain financial commitments for the entire school year and that these commitments are made in the expectation that the tuition will be paid in full. No pupil will be enrolled for any period shorter than the full academic year, except by special arrangement, as in the case of late enrollment or a trial period. If a student is withdrawn from the school during a specified 'Trial Period', then SSV agrees to make a pro-rated refund to the FAMILY based on the actual number of school days in the school year prior to the withdrawal.

**12. Dismissal:** FAMILY understands and agrees that SSV shall have the right to deny any student from attendance, temporarily or permanently, under any circumstances determined in the sole discretion of SSV, including, but not limited to, student interference with the health, safety, or educational development of the student or any other student, unsatisfactory student progress or conduct, and past due tuition or other fees owed the school. SSV further reserves the right to deny continued enrollment or re-enrollment to any student if SSV reasonably concludes that the actions of FAMILY are inconsistent or unsupportive of the educational environment or are counterproductive to a positive working relationship between SSV and FAMILY.

**13. Activities:** FAMILY gives permission for the student named in this agreement to take part in any and all activities authorized by SSV. This includes, but is not limited to, walks to the local park. FAMILY releases and agrees to indemnify, defend and hold harmless, SSV and its teachers, employees, independent contractors and agents from any liability, claims, causes of action, damages, costs and expenses (including, without limitation, reasonable attorney's fees and disbursements) for any accident in connection with these activities or any claim that is submitted by or on behalf of the students with respect to these activities or which otherwise are incurred by SSV as a result of these activities.

**14. Collection:** In the event that SSV must engage counsel or collection services to collect on past due accounts, FAMILY agrees to pay the expense of enforcement and collection of the tuition, any fees and related expenses, including, without limitation, attorney's fees and costs.

**15. Responsible for Loss or Damage:** FAMILY agrees to be responsible, upon written request of SSV, for the replacement cost of any supplies, materials, or equipment which a student breaks or damages. Further, FAMILY recognizes that the school is not responsible for damages to, or theft of, personal property brought to or left on school grounds.

**16. Agreement and Signatures:** This agreement represents the entire agreement of the parties; it shall be governed by the laws of the state of California; and it shall be binding upon and inure to the benefit of the parties heirs, successors and assigns. ALL parents or guardians who are financially responsible for payment must sign this admissions and tuition agreement to properly execute the agreement. Please keep a copy of this Agreement for your reference. A copy is available from the school upon request. Any changes made to this agreement will result in SSV deleting the existing agreement and the FAMILY signing a new admissions and tuition agreement which will supersede any earlier agreements. If any part of this agreement is found to be unenforceable, the remaining provisions of this agreement will remain enforceable.

**18. School Policies:** By signing this tuition agreement and enrolling the aforementioned student, FAMILY agrees to adhere to the policies and procedures as set forth by SSV in the document entitled "Sea Star Village Preschool Handbook for Parents." These policies and procedures may be amended at any time by SSV.

Sea Star Village is a non-sectarian, 501(c)3 non-profit organization and does not discriminate on the basis of race, color, religion, gender, national or ethnic origin, sexual orientation, or physical handicap in its admissions, hiring process, and in all programs.

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Student Name

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Student Birthdate

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Parent / Guardian Signature

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Date

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Parent / Guardian Signature

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Date

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Sea Star Village Director

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Date