



YOUR ENROLLMENT CONTRACT WILL NOT BE ACCEPTED UNLESS THIS FORM IS COMPLETED AND SIGNED.

**SECTION A: ENROLLMENT**

I hereby accept the place offered my child \_\_\_\_\_, in Preprimary.

**ENROLLMENT & MISC. FEES:** The enrollment fee of \$260.00 is required at time of registration to secure your child's place. **THIS ENROLLMENT FEE IS NON-REFUNDABLE.**

Enrollment Fee	\$ 260.00
<b>Total Due Upon Enrollment</b>	<b>\$ 260.00</b>

**SECTION B: SCHEDULE OPTIONS:** Please look over and circle schedule option that best fits your needs.

Schedule Options	5 DAYS	3 DAYS (M, W, & F)	2 DAYS (T & TH)
<b>Full Day 7:00am – 6:00pm</b>	\$680.00/month	\$560.00/month	\$380.00/month
<b>Extended Day Open – 3:00pm</b>	\$640.00/month	\$520.00/month	\$340.00/month
<b>Half Day Open – 12:30pm</b>	\$540.00/month	\$420.00/month	\$300.00/month

**Discount:** Please check if discount applies.

\_\_\_\_ 10% Sibling/Boeing Discount

**SECTION C: TERMS OF TUITION COMMITMENT**

I understand I am paying to reserve a class space. There will be no refund of fees for withdrawal or reduction of fees for absence or dismissal. I understand that I may prorate two full weeks of vacation every 12 months. I understand that continued enrollment at Carden Conservatory depends upon my keeping current with tuition payments. I understand all fees must be paid by the 5<sup>th</sup> of each month. If payment is late, I understand I will need to add a \$25.00 late fee to my check. The fee for returned checks is \$12.00 and non-payment of tuition will result in forfeiture of enrollment status for my child.

I also understand that Carden Conservatory has high conduct expectations regarding both its students and, by example, of its parents, and that I will abide by the policies of the school. The school reserves the right to terminate any student based upon non-compliance of school policies by the student or the parent. The determination of whether a student or parent has complied with school policy shall be made in the school's sole discretion. If my child needs to withdraw during the year, I will give 30 days notice. Two weeks of vacation time may be prorated during the year upon receipt of at least a two-week notification. A vacation will be defined as a minimum of one week's leave. Otherwise it will be considered an absence and the full month's payment will need to be retained by the school to cover expenses. When a student terminates his/her attendance, all unpaid tuition, fees and other school charges become immediately due and payable before the student's record shall be forwarded to the new school.

I have enclosed the required enrollment fee to reserve a space for my child. If my child withdraws before he/she begins school, the enrollment fee is still nonrefundable.

\_\_\_\_ (Initial) I have read and agree to the above

**CONDITIONS OF NON-PAYMENT:**

Non-payment of tuition constitutes a serious breach in parent's/guardian's obligation to the school. As such, if there exists a non-payment of tuition under the payment option selected above, the school may take the following actions unless an acceptable alternative arrangement has been approved in writing by the Office. Until the financial obligation to Carden Conservatory, Inc. has been satisfactorily met, the school at its option may enforce the following actions:

- a. Delinquency in tuition constitutes cause for withdrawal of the student at the school's discretion.
- b. Readmission may not be permitted until student's tuition account is brought current.

The school shall have the right to legal action for the non-payment of tuition and parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees. Should you withdraw your child or take a vacation or break longer than one month from the Preschool Program, an enrollment fee will be due upon your child's return.

Parents will abide by all the policies of the school as reflected in our school handbook as it is updated and amended over time.

\_\_\_\_ (Initial) I have read and agree to the above Conditions of Non-Payment, and I understand that my enrollment fee in non-refundable. I also agree to abide by all school policies as stated above.

**WE HAVE READ AND AGREE TO COMPLY WITH THE INFORMATION AND TERMS STATED IN THIS AGREEMENT**

\_\_\_\_\_  
FATHER'S/GUARDIAN'S SIGNATURE DATE

\_\_\_\_\_  
MOTHER'S/GUARDIAN'S SIGNATURE DATE

**Automatic Monthly Payment Option**

I understand that I will be charged an extra fee for every credit card transaction. I give permission for Carden Conservatory, Inc. to automatically deduct from my

- Visa
- MasterCard

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Billing Address:

- For  Enrollment in the amount of \$ \_\_\_\_\_ + \$5.00  
 Monthly Tuition in the amount of \$ \_\_\_\_\_ + \$5.00

Authorized Signature \_\_\_\_\_