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www.yourwcs.com

TUITION CONTRACT for 2016-2017 School Year PRESCHOOL 3's Class

Required Fees: All fees are per student.

❖ New Student application fee (non-refundable)	\$100.00
❖ Annual fee (Up to \$75 for snacks refundable)	\$275.00

Annual Tuition: Tuition does not cover lunches or after hours' care, please see additional information for details & costs. Milk is provided during lunchtime for full day students, however.

***Half day is 8:20 am – 11:40 pm, Full day is 8:20 am – 3:30 pm.**

5 day per week program: Monday through Friday

Half Day: \$3,225.00 Full Day: \$4,475.00

4 day per week program: Monday through Thursday only (no day exchanges allowed)

Half Day: \$2,900.00 Full Day: \$4,025.00

2 day per week program: Tuesday/Thursday only (no day exchanges allowed)

Half Day: \$1,580.00 Full Day: \$2,160.00

General Tuition information:

Tuition is based on the annual school calendar and is due in full prior to the first day of school. To help families, WCS offers monthly payment plans and will be using the management system of SMART Tuition for the 2016-2017 school year. An annual administrative fee of \$50 will be charged by SMART and due with the first payment. Please note, debit or credit card payments made through SMART will incur a 2.65% fee from SMART.

Statements are mailed or e-mailed to parents before the 1st of the month, they are also available 24/7 through the SMART website. Payments are due by the 10th of each month, a late fee of \$65 will be assessed if the monthly payment is not received by then. If payment isn't received by the 25th of the month, a notice will be sent. The student(s) *will not* be allowed to return to school after the 1st day of the next month until the account is paid in full, unless arrangements are made.

Billing Options:

- 10 Monthly payments: August 2016 through May 2017
- Payment in full: discounts are offered for payments made with cash or check only. If paid on or before June 1, 2016, a 2% discount will be applied. If not paid in full by 07/01/2016, the family will be enrolled in SMART to make monthly payments.

Please list each student enrolling in the Preschool 3 program:

Student Name _____ Tuition/program selected: _____

Student Name _____ Tuition/program selected: _____

A 2% discount may be taken if an older sibling is enrolled in grades K-8th. Attach this page to K-8 contract.

Withdrawal Information and Refund Policy:

- Once the enrollment process is complete (forms and fees submitted, evaluation and interview complete) a written notice is required 30 days in advance of intention to withdraw a child from school. If 30 days' notice is not given, the responsible party will be charged for all school days within thirty days following the date of the child's withdrawal regardless of attendance on those days.
- All fees are non-refundable. Tuition is pro-rated on a daily basis in accordance to the signed tuition contract.
- There will be no tuition deductions or allowances made for those days on which the school is closed due to holidays, vacations, teacher work days, or closure due to weather conditions. No deduction or allowances will be made for absences from school except in the case of severe illness or hospitalization, subject to School Administrator approval.

Parent Pledge:

I have carefully read the rules for enrollment and do agree to comply with all terms and regulations expressed in the Willamette Christian School Parent & Student Handbook. I accept and support the school's statement of faith and philosophy. I also agree to be bound by the school to pay all tuition and fees required in accordance with the financial policies of the school.

I understand that each monthly installment is due in full on the 10th day of each month and any remaining balance is subject to a \$65 late fee. Willamette Christian School policy states that accounts which have become 30 days past due shall result in the student(s)' dismissal. I understand that I will be assessed a fee of \$35.00 for any personal checks issued by me which are returned from the bank for insufficient funds. I also understand that if any two (2) of my personal checks are returned due to insufficient funds I will be required to make all future payments with cash, cashier's check or certified funds. I understand 30 days' notice needs to be given with intention to withdraw my child(ren) or I will be subject to the withdrawal and refund policy listed above.

NOTE: Both parents/guardians must sign this agreement if both are listed as "financially responsible" on the registration form.

Parent/Guardian Signature

Social Security No.
(required, confidential)

Driver's License No.
(required)

Date

Parent/Guardian Signature

Social Security No.
(required, confidential)

Driver's License No.
(required)

Date

Tuition Payment Calculation – to be filled out with the Financial Manager.

Total annual tuition (from front page) \$ _____

Payment in full (cash or check only) by 06/01/2016, 2% discount amount \$ _____

Additional discount (Principal approval for staff & minister) \$ _____

Final annual tuition calculation: \$ _____

Monthly payment amount 10-month plan: \$ _____ Parent(s) initials: _____

Office Use Only:

Entered into Excel Tuit Rev? ☐ Yes ☐ No Entered into SMART? ☐ Yes ☐ No