

# St. Alphonsus Preschool Enrollment Contract

This is a contract for enrollment in St. Alphonsus Preschool. All parents, guardians, or other persons responsible for payments should read all the provisions of this contract. During the registration process your e-signature acceptance of this contract will be required.

## Enrollment is conditioned upon the following terms:

1. If this agreement is cancelled by written notice on or before June 1, 2017, the Parents'/Guardians' liability will be limited to the \$150 administrative fee. If for any reason, a student is withdrawn from the school after June 1, 2017, the parent is liable for the \$150 administrative fee and one months tuition. Tuition liability will be waived if the student's spot can be filled by another child. If the spot is not able to be filled, one months' tuition will be charged.
2. If a reduction in student days/hours is requested by the Parent/Guardian after the school year begins, the family will be responsible for paying tuition at the higher rate for the current month and the next month in the billing cycle following the date of the reduction of hours.
3. The child's family agrees to comply with and be subject to the school's rules and policies as set forth in the Family Handbook, as amended from time to time. Each family will receive a copy of the Family Handbook at the start of the new school year. All amendments to the Family Handbook will be distributed to each family in a timely fashion.
4. Tuition payments must be received by the school on or before the 5th of each month, September-May. You will receive a packet of envelopes at orientation in August. This packet of envelopes should be saved and used throughout the year for tuition payments. A tuition account is considered delinquent if not paid within 5 business days of the due date. A late payment fee of \$15 will be charged on the 6th business day on any delinquent account. If you would prefer to pay a half year or full year tuition in September, please be sure to choose that option on the registration form.
5. If a check is returned from the bank for any reason, a \$25 processing fee will be charged.
6. St. Alphonsus Preschool reserves the right to terminate the enrollment of any child whose behavior is determined to be detrimental to the school or program. Enrollment may also be terminated if tuition is not paid in accordance with the terms of this contract.
7. The terms and provisions on the online registration form must be completed and are included as part of this contract by reference.

**Please e-sign on the registration form: I understand that this form is a legal and binding contract to enroll my child for the 2016-17 school year, and I agree to the terms and conditions herein.**