

Student Last Name _____ Parent/Guardian Name _____
Student First Name _____ Initial Enrollment Year 2019-2020

The mission of Oakhill Day School (the “School”) is to provide excellence in education through child-centered learning in a supportive, challenging, and rewarding environment that provides students with self-confidence, values, knowledge, and the foundation for leadership through emotional, physical, and social development. We thank you for selecting us as your partner in education and extend to you the following Student Enrollment Agreement contract (the “Contract”).

- Acknowledgement:** The undersigned acknowledges and states that I/We are the legal Parents/Guardians of the above named student and, as such, are legally responsible for the Student. I warrant that the information provided to the School regarding the Student is accurate and complete and I will notify the School of any changes. I acknowledge that this Contract is a binding legal document and I am responsible for the financial obligation it represents and for the terms contained herein. I, the Parent/Guardian, acknowledge for myself and on behalf of the Student that we will be held to the all policies, rules, regulations and bylaws of the School incorporated herein by reference. Copies of these articles are available on the Parent Portal and in the School’s main office. I further acknowledge that enrollment at the School is a privilege and not a right and that the School is authorized and entitled to suspend, dismiss or otherwise discipline any student for misconduct or unsatisfactory academic progress on the part of such student or for misconduct on the part of such student’s parents/guardians. In addition, the School expressly reserves the right to refuse to re-enroll a currently enrolled student for any subsequent school year. The School reserves the right to cancel this Contract at any time prior to the beginning of an academic year, and in such an instance, agrees to refund monies deposited with the School within two (2) weeks of the cancellation.
- Term:** The undersigned Parent/Guardian understands and agrees that this Contract remains enforceable and extends until the graduation of the Student from the School or until the termination of this Contract as provided herein. **The term of this Contract shall be from acceptance of the Student for the 2019-2020 academic school year, automatically renewing annually and in succession, until the academic year of graduation of the Student**, unless terminated by the School or by written notice of termination by the Student’s Parent/Guardian given to the Head of School on or before February 15th of each year. More simply, if the Student will not be returning to the School for the following academic school year, the Parent/Guardian must notify the Head of School in writing on or before February 15th of the current academic school year to terminate this Contract. The undersigned Parent/Guardian agrees and acknowledges that deposits, tuition, and enrollment fees cover the entire academic year regardless of the Student’s absence, academic failure, withdrawal, and/or Contract termination. Instances of the foregoing shall not excuse, alter, abate, negate, or nullify the obligation of the Parent/Guardian to pay tuition and other charges incurred throughout the academic year.
- Payment:** The undersigned Parent/Guardian acknowledges and agrees that tuition for each school year is due in full by January 15th of that academic school year. The payments for each upcoming academic year begin with the initial tuition payment due from the Parent/Guardian each February 15th. The remaining financial enrollment obligation will be due by the payment preference indicated on the Student Enrollment Checklist and may be prepaid at any time prior to the due date. Family Account Statements will be adjusted to reflect early payment with applicable discounts. Installments not paid by the date indicated will lose the percentage discount. If payments on a one, two, four or ten-installment payment plan pay with credit card, the charge will be billed a 3% convenience fee. Any payment due which is not received by the 15th of each month will be assessed a \$50 late fee from the Oakhill Finance Office. Failure to make payment will result in termination of services for which the family remains financially obligated. Delinquent accounts will be turned over to a third party collection agency, be assessed interest of 5% on any amounts due, and will negatively impact the family’s credit rating.

In addition, Parent/Guardian acknowledges responsibility to pay all charges and fees permitted by law related to collection of past due amounts including, but not limited to, attorney’s fees and litigation expenses incurred by the School. Parent/Guardian assumes responsibility for any and all fees incurred related to a returned payment, or insufficient funds related to payments made to the School. Failure to make payments by the date due may result in the removal of the Student from the School and/or withholding of the Student’s reports, transcripts, and diplomas until outstanding balances on the past due account are paid in full. **The School reserves the right to refuse enrollment and/or attendance to a Student until the account is current. Further, the School reserves the right to cancel this Contract if the Student or Student’s family has any unpaid account with the School.**

4. **Withdrawal:** I, the undersigned Parent/Guardian, acknowledge that educational costs are incurred as a result of the Student's enrollment and understand that costs are not reduced with the withdrawal of the Student and once enrolled for an academic school year, I agree that the full tuition obligation for the academic year is assumed. Requests for withdrawal from the current or upcoming academic year, for any reason, are at the discretion of the School's Administration and Board of Trustees and must be dated and submitted in writing to the Head of School. If a withdrawal is requested and approved (including a medical withdrawal), or if the Student is dismissed by the School, financial adjustments shall be made to the total tuition obligation for the year as follows:

<u>Date of Cancellation</u>	<u>Tuition Liability</u>
Before February 15, 2019	No Financial Obligation
February 16 – March 31, 2019	10% of the Total Tuition Obligation + Enrollment Fees
April 1 – May 31, 2019	50% of the Total Tuition Obligation + Enrollment Fees
June 1 – July 31, 2019	75% of the Total Tuition Obligation + Enrollment Fees
August 1 – forward (19-20 School Year)	100% of the Total Tuition Obligation + Enrollment Fees

5. **Tuition Assistance/Financial Aid:** Parent/Guardian understands that the Tuition Assistance/Financial Aid process must be completed to determine family qualification, if any. Accordingly, additional requirements may be requested, such as documentation of tax returns, wages, or other documents/information, prior to award determination and application of an award to the Student's account. If awarded or denied, the cancellation policy will follow the schedule outlined in the Tuition Assistance/Financial Aid packet incorporated herein by reference.

6. **Activity and Enrollment/ Supply Fees:** A \$500 non-refundable enrollment/supply fee per child and \$150 non-refundable activity fee per child is due with signed enrollment contract. These fees include coverage for, but are not limited to: SMART account set-up for the year per student, processing of paperwork, school supplies not covered on the individual student lists, Parent Teacher Organization Dues, internal and external field trips, school yearbook, school year t-shirt, and Teacher Appreciation.

<u>Date of Enrollment</u>	<u>Total Fees due with contract</u>
If enrolled before November 1, 2019	\$650 total fees are due
If enrolled November 1 - December 31, 2019	\$500 total fees are due (subject to space availability)
If enrolled January 1 – March 1, 2020	\$400 total fees are due (subject to space availability)
If enrolled after March 2, 2020	\$200 total fees are due (subject to space availability)

By signing this Contract below, the undersigned Parent/Guardian certifies that you have read and understand the terms of this Contract and accept and agree to the terms as set forth herein. The School requests that this Contract is signed by two Parents/Guardians. If only one Parent/Guardian signature is present, that Parent/Guardian accepts and assumes the financial responsibility to the School on behalf of both Parents/Guardians. **No Contract will be accepted if a family's account is past due. Middle School Electives will not be honored without a Contract and tuition deposit.** A copy of the fully executed Contract accepted and signed by the School, will be returned to the Parent/Guardian and will remain on record with the School's Director of Finance. In the event any terms of this Contract are found to be unenforceable, the remaining terms of this Contract shall remain in full force and effect. This Contract shall be interpreted in accordance with the laws of the State of Missouri, without regard to the conflict of law principles thereof.

Accepted by Parent/Guardian

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

Accepted by Oakhill Day School

Suzanne McCanles, Head of School

Date