

## 2012-2013 Primary School Enrollment Agreement

*Please indicate the program in which you are enrolling your child and circle the day of the week.  
THERE IS A TWO DAY MINIMUM FOR THE PRIMARY SCHOOL.*

<b>PRIMARY SCHOOL: Toddler / Pre-School</b>					
<input type="checkbox"/> Mornings: 8:45am to 11:30 am	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Afternoons: 12:45pm to 3:15 pm	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Full Day: 8:45 am to 3:15 pm	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 4 Full Days with ½ Day Friday (Until 12:45 pm)	Monday	Tuesday	Wednesday	Thursday	Friday

### **STUDENT REGISTRATION FEE**

There is a one-time \$45 Student Registration Fee paid annually at the time of registration. This is non refundable.

### **ENROLLMENT DEPOSIT**

A non-refundable enrollment deposit of \$250 is required to enroll your child in Su Escuela’s Primary School. This deposit will secure your child’s spot in this class and will be deducted from the first payment of tuition due at time of registration. If the child withdraws for any reason, this shall be forfeited. The deposit may not be applied to any other programs or for any other year. \*deposit to be applied to program fee.

### **Payment Options**

**Payment in Full:** Due July 1<sup>st</sup> (Visa, MasterCard & Check)

**Semi-Annual Payment:** Due June 1<sup>st</sup> –November 1<sup>st</sup> one time enrollment fee of \$45 (Visa, MasterCard & Check)

**Monthly Payment Plan:** 8 Months May 1<sup>st</sup> - December 1<sup>st</sup> /one time enrollment fee of \$100 (Monthly deduction from Checking Account)

### **Late Payment**

Tuition bills not paid when due will incur a finance charge of 2.0% per month of the late payment amount. A \$35 charge will be made for any check returned to us by the bank.

### **LATE/BANK FEES**

For each month late a twenty five dollar (\$25) fee will be charged per month. If a payment is not processed and bank fees incur, an additional thirty-five dollar (\$35) fee is assessed.

### **TERMINATION POLICY**

This enrollment agreement may be voluntarily terminated by a parent or guardian with written notice via mail or email directly to Su Escuela Language Academy at least fifteen (15) days before the first class. The deposit or any tuition payments are not refunded upon voluntary termination of enrollment. Su Escuela Language Academy reserves the right to terminate this agreement if we determine that Su Escuela is not the right program for the student. If this is the case, written notice will be given to the Parent/Guardian and a portion of the tuition would be refunded as decided by Su Escuela Language Academy.

*Su Escuela Language Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities made available to all students. Su Escuela Language Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies and programs. Certain accommodations will be implemented if acceptable documentation is provided. Please contact the Director for more information.*

*Su Escuela Language Academy reserves the right to modify the terms of this agreement upon thirty (30) days written notice to the Parent/Guardian listed below.*

I, \_\_\_\_\_ wish to enroll my child in the Su Escuela Full Immersion Program I have indicated above. I agree with the terms and conditions of this Enrollment Agreement for Su Escuela Language Academy.

\_\_\_\_\_  
Childs Full Name

\_\_\_\_\_  
DOB

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Signature

Please mail this form to 75 William B. Terry Dr. Hingham, MA 02043

◇ Check enclosed # \_\_\_\_\_

◇ Bill my Credit Card (circle one): VISA/MC

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

OFFICE NOTES: \_\_\_\_\_ Date Received \_\_\_\_\_ Recorded \_\_\_\_\_ Staff Initials \_\_\_\_\_