

2012-2013 Secondary Enrollment Agreement

Please indicate the program in which you are enrolling your child and circle the day of the week.

SECONDARY SCHOOL: K through 8th Grade Classes

<input type="checkbox"/> 3:45pm to 5:45pm	Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> 4:00pm to 6:00pm	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 for enrollment in Su Escuela Language Academy's Full Immersion Secondary School Programs. This deposit is applied toward tuition but is not refunded if you withdraw from Su Escuela.

Payment Options

Payment in Full: Due July 1st (Visa, MasterCard & Check)

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

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

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 any of the conditions stated in this agreement with 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 Sgt 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
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