

NAVY HALE KEIKI SCHOOL

TUITION AGREEMENT - School Year 2010-2011

FALL TUITION SCHEDULE

GRADE <i>Preschool through Third grade classes are 5-days-a-week programs ONLY! Regular attendance is expected.</i>	REGISTRATION FEE	TUITION DEPOSIT	ANNUAL TUITION	10 MONTHLY INSTALLMENTS (BEGIN JULY 1 st) <i>No further billing statements sent after July 1, 2009</i>	CLASS HOURS <i>Morning Drop-off begins at 7:30 am for all grades</i>	MONTHLY EARLY BIRD CARE* <i>6:00 – 7:30 am Limited Space</i>	MONTHLY BEFORE SCHOOL CARE* <i>7:00 – 7:30 am</i>	MONTHLY AFTER SCHOOL CARE* <i>Care until 5:30 pm</i>	DAILY AFTER SCHOOL CARE <i>Care until 5:30 pm</i>
PRESCHOOL	\$150.00	\$200.00	\$4,840.00	\$484.00	8:00 AM – 11:30 AM	\$135.00	\$55.00	\$260.00	\$14.50
PREKINDERGARTEN	\$150.00	\$200.00	\$4,840.00	\$484.00	8:00 AM – 11:45 AM	\$135.00	\$55.00	\$260.00	\$14.50
KINDERGARTEN	\$150.00	\$200.00	\$5,110.00	\$511.00	8:00 AM – 12:00 NOON	\$135.00	\$55.00	\$250.00	\$13.00
FIRST-THIRD GRADES	\$150.00	\$200.00	\$6,450.00	\$645.00	8:00 AM – 2:45 PM	\$135.00	\$55.00	\$165.00	\$9.00

- Monthly Before and After School program fees are prorated in October, December, and March due to extended vacation time.
- **There is no Standing Reservation or Casual Care for Before School available. Before School Care is by the month only.**
- Payments for a Standing Reservation, in the After School Program, are due with the following month's tuition payment.
- Payments for Casual Care, in the After School Program, can be made on the day of care or with the following month's tuition.
- Tuition and full time before school care and after school care is due on the 1st of the month. A late fee of \$30.00 per student will be assessed if payments are received after the 15th of the month.

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Please read prior to registration. All initials and signatures must be completed at registration and witnessed by the Business Manager.

1. _____ Registration Fees and Tuition Deposits are due at the time of registration and are **not** refundable or transferable.
2. _____ The Annual Tuition is payable in full at the beginning of the school year. For the convenience of parents, the annual tuition may be paid in ten installments. **The first installment will be due on July 1, 2010.** The subsequent nine installments are due the first business day of each month. Students enrolling after the start of the school year may also take advantage of the installment plan. The installment amount will be the same as those for other students; however, the amount collected upon enrollment will also include a prorated portion of the first installment.
3. _____ Navy Hale Keiki School does not generate billing statements after the first payment. Payments **not received or paid in full by the 15th of each month will incur a penalty fee of 10% of delinquent amount.** A statement will be mailed to the family stating automatic disenrollment will occur at the end of the month if full payment is not received. All expenses incurred by the school resulting from the collection of a delinquent account will be charged to the family necessitating such expense.
4. _____ Three weeks (3) advance written notice to the Business Office is required prior to withdrawal of a student from school. In addition, the parent or guardian agrees to pay a **disenrollment fee of \$1000.00** per student, or the remaining unpaid amount of the annual tuition, whichever is less, if the student is disenrolled for any reason other than moving off O’ahu. Notification must be provided, in writing, to the NHKS office no later than **June 1, 2010.** Notification after June 1, 2010, will result in the assessment of the \$1,000.00 disenrollment fee. A copy of the Bill of Lading from the moving company along with the school’s disenrollment notice must be submitted to waive the disenrollment fee. The disenrollment fee is applicable at the time of signing for those students being registered after June 1, 2010.
5. _____ Payments must be in the form of a personal check, cashier’s check, or money order. **NHKS is unable to accept any cash payment over \$20.00. NHKS does not accept any form of credit card payments.** Checks returned to the school for any reason will incur a **\$30.00 charge.** The returned check will not be redeposited. Payment will need to be made by money order or cashier’s check. A second returned check will require that all future payments be made by **money order or cashier’s check.**
6. _____ Tuition refunds are not given for students involuntarily withdrawn from school due to uncorrected behavior.
7. _____ Tuition refunds and disenrollment fee waivers are not given for students voluntarily withdrawn from school for reasons including, but not limited to, moving homes on O’ahu, receiving a geographical exemption for another school, vacations, or deployments.
8. _____ Children should be picked up promptly at dismissal times. A late pick up fee of \$2.00 for every 10 minutes or fraction thereof will be assessed. After the 5th late pick-up, parents will be charged \$10.00 for every 10 minutes or fraction thereof (Refer to the Parent Handbook for additional information on late pick-up charges.)
9. _____ Children in After School Care who are not picked up by 5:30 p.m. will be charged \$10.00 for every 10 minutes or fraction thereof after 5:30 p.m. (Refer to the Parent Handbook for additional information on After School Care dismissal policies.)

I have read, understand, and agree to the above. If legal action is necessitated, I agree to pay any additional legal or collection costs. If my account is sent to collections, I agree that my account will be assessed an additional 50% of the outstanding balance. **All above statements, #1-9, become applicable at the time of signing.**

Student’s Legal Name (please print) _____

Legal Parent/Guardian Signature

Parent’s Social Security Number

Date

Legal Parent/Guardian Signature

Parent’s Social Security Number

Date

Business Manager Signature

