

# 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 <sup>ST</sup> )  <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.
- **Before School Care is by the month only. There are no Standing Reservations or Casual Care available for Before School Care.**
- Payments for a Standing Reservation, in the After School Care Program, are due with the following month's tuition payment.
- Payments for Casual Care, in the After School Care 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 1<sup>st</sup> of the month. A late fee of \$30.00 per student will be assessed if payments are received after the 15<sup>th</sup> 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.  
 For Military Families Only: If you are not the active duty military member and you are signing in their place, a copy of your  
 Power of Attorney will be required.

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 15<sup>th</sup> of each month will incur a penalty fee of \$30.00 per student.** All accounts not cleared by the end of the month will incur an additional charge of 10% of the delinquent amount. Accounts in arrears over 30 days will be reported to the Board of Governors and may result in disenrollment from school. 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 official military orders or 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 will not 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. 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 5<sup>th</sup> 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. In the event that my account is 60 days or more in arrears, and following unsuccessful attempts by Navy Hale Keiki School to communicate with and/or collect from me, I consent to Navy Hale Keiki School communicating with my Commanding Officer, Officer-In-Charge, or other employer, however denoted, concerning my indebtedness/delinquent account. 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    Print Name

\_\_\_\_\_  
 Parent’s Social Security Number

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Legal Parent/Guardian Signature    Print Name

\_\_\_\_\_  
 Parent’s Social Security Number

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Business Manager Signature