

NAVY HALE KEIKI SCHOOL

TUITION AGREEMENT – Summer Enrichment 2019

Signatures and initials from both guardians are required (if applicable).

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 are due at the time of registration and are **not** refundable or transferable.
2. ____ Navy Hale Keiki School does not generate billing statements. Tuition fees as well as full time before or after school care fees for Summer Session I are due by May 15, 2019. Tuition fees as well as full time before or after school care fees for Summer Session II are due by June 15, 2019. Accounts not paid in full by these dates, may result in disenrollment from the program.
3. ____ For those without a FACTS account, payments must be in the form of a personal check, cashier's check, or money order. For all others, payments will be deducted from your FACTS account. **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.
4. ____ **The school must be notified of disenrollment no later than May 15, 2019 for Summer Session I and June 15, 2019 for Summer Session II.** 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 receive a tuition refund.
5. ____ Tuition refunds are not given for students involuntarily withdrawn from school due to uncorrected behavior.
6. ____ Tuition refunds are not given for students voluntarily withdrawn from school for reasons including, but not limited to, moving homes on island, receiving a geographical exemption for another school, vacations, or deployments.
7. ____ Children should be picked up promptly at dismissal times. A late pick up fee of \$2.00 for every 5 minutes or fraction thereof will be assessed. After the 5th late pick-up, parents will be charged \$10.00 for every 5 minutes or fraction thereof. (Refer to the Parent Handbook for additional information on late pick-up fees.)
8. ____ 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. I acknowledge that by signing this document, my child is enrolled at Navy Hale Keiki School Summer Enrichment Program. 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, #1-8, become applicable at the time of signing.**

Student's Legal Name (please print): _____

Parent Name (print): _____

Parent Name (print): _____

Parent Social Security Number: _____

Parent Social Security Number: _____

Parent Signature: _____

Parent Signature: _____

Date: _____

Date: _____

FOR ADMINISTRATIVE STAFF USE ONLY:

Chief Financial Officer's Signature: _____

Date: _____