



# Enrollment Agreement 2016-17

Enrollment Date: _____ Received: _____ <input type="checkbox"/> CASH <input type="checkbox"/> Check# _____ <b>(FOR OFFICE USE ONLY)</b>
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Name of Student (Please Print) \_\_\_\_\_ Entering Grade \_\_\_\_\_

Name of Student (Please Print) \_\_\_\_\_ Entering Grade \_\_\_\_\_

Name of Student (Please Print) \_\_\_\_\_ Entering Grade \_\_\_\_\_

In consideration of enrolling the student(s) named above (hereafter referred to as "Student") at Honolulu Waldorf School (hereafter referred to as "HWS"), the undersigned parent(s), guardian(s) and/or adult(s) financially responsible for 100% of the payment under this agreement (hereafter referred to as "Parent"), agrees to pay HWS and/or its agent, SMART Tuition, the base tuition plus any and all fees as shown on the fee schedule included in this Agreement.

### A. TUITION AND FEES:

**Parent Initials:** \_\_\_\_\_

- All fees and deposits are nonrefundable as set forth in the Tuition and Fee Schedule. Fees and deposits are not prorated.
- Tuition, fees and deposits are payable through SMART Tuition starting June for the upcoming school year. Payments are automatically deducted via checking/savings account or credit card.
- Payment of tuition and fees must be made in accordance with the payment options available. Please see the current Tuition & Fee Schedule and the SMART Tuition Form for current information.
- Tuition Deposit/Enrollment Deposit: A Re-Enrollment Deposit of \$500.00 will be charged in April for the upcoming school year. This deposit will be credited to your account for the first tuition payment.

### B. CANCELLATION OF ENROLLMENT, VOLUNTARY WITHDRAWAL, DISMISSAL, BALANCE DUE:

**Parent Initials:** \_\_\_\_\_

A written letter or email stating the effective date of the enrollment cancellation or voluntary withdrawal from the undersigned must be sent to the Enrollment Coordinator. Thirty days (30) written notice is required.

- If the dismissal is initiated by HWS, as outlined in **Section D: School's Right to Terminate Privilege of Attendance**, all fees are due in full upon dismissal, and balance due is determined by the date of receipt of written dismissal notification.
- Upon withdrawal, tuition charges are allocated on a monthly basis beginning the first day of the effective enrollment month and ending the last day of the month of withdrawal.

### C. WITHDRAWAL FEE (WF):

**Parent Initials:** \_\_\_\_\_

The \$1,500.00 withdrawal fee supplements financial loss incurred by HWS as a result of a student's withdrawal or dismissal. The \$1,500.00 withdrawal fee applies to all students regardless of payment plan.

- The \$1,500.00 withdrawal fee applies regardless of enrollment date.
- Withdrawal fee will be reduced to \$1000 if 30 days written notice is given.

Tuition is pro-rated to the last day of enrollment.

### D. SCHOOL'S RIGHT TO TERMINATE PRIVILEGE OF ATTENDANCE:

**Parent Initials:** \_\_\_\_\_

The Undersigned understands and agrees that attendance at HWS is a privilege, and HWS reserves the right to deny admittance, suspend, expel, request the withdrawal of, dismiss and/or exclude the Student from HWS and/or from any and all school-sponsored activities based upon:

- Nonpayment of tuition and/or any other amounts due under this Enrollment Agreement; and/or payment in arrears per HWS' collection policy);
- Student's failure to meet academic and/or behavioral standards; and/or
- Unwillingness or failure of Student or Parent to abide by HWS standards, Code of Conduct, rules, regulations, and policies as contained in the HWS Parent Handbook & Roster, as the same may be amended from time to time; and/or
- Student or Parent failure to cooperate with and be respectful of HWS Administrators, Faculty, or Staff such that a breakdown in relations occurs or the educational environment is threatened or adversely affected.
- For any reason that is deemed in the best interest of the school

The Undersigned understands and agrees that the right to refuse or to terminate admittance, suspend, expel, exclude, dismiss or request the withdrawal of Student is based solely upon the discretion of HWS.

**E. LATE PAYMENTS AND THIRD-PARTY COLLECTION:**

**Parent Initials:** \_\_\_\_\_

- You will be subject to late payment fees. Please refer to the Tuition & Fees Schedule on the schools website.
- The school has the right to pursue legal action for collection of all school tuition and fees due and the Undersigned is responsible for all costs of collection, including agency, court expenses, and/or reasonable attorneys' fees incurred in the collection of the amount owed to the school.
- Student Enrollment may be withdrawn if tuition payments are past due.

**F. FAMILY DISCOUNTS:**

**Parent Initials:** \_\_\_\_\_

Family discounts on tuition are applicable to younger siblings enrolled in the Early Childhood program through Grade 12; 10% for the second child; 15% for any additional siblings.

**G. THE INDIVIDUAL SIGNING THIS DOCUMENT ALSO AGREES:**

**Parent Initials:** \_\_\_\_\_

- to accept the rules and regulations of HWS as stated in the HWS Parent Handbook & Roster and relevant amendments;
- to stay informed through the website, NewsNotes, mailings, email blasts, and other communications of current school events and programs;
- to attend all class meetings sponsored by the class teacher in support of Student's progress in HWS;
- to return any HWS properties that were issued for his/her use and to reimburse HWS for the replacement of any damaged, lost, or destroyed HWS property;
- to accept the policy of HWS that no official grades or diploma will be released, and your child will not be permitted to participate in graduation ceremonies, unless your account is paid in full prior to the last day of school;
- and to be solely responsible for all tuition and fees owed HWS.

**By signing below, you affirm that you have read, understand, and accept in full the terms and conditions of this Enrollment Agreement. This agreement will remain in place for the duration of the student's enrollment.**

Parent 1 /Guardian:

Printed Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

SSN \_\_\_\_\_ (for installment plans)

Parent 2 /Guardian:

Printed Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

SSN \_\_\_\_\_ (for installment plans)