



2017-2018 RE-ENROLLMENT TERMS AND CONDITIONS

Financial Obligations

1. By submitting your non-refundable deposit during the re-enrollment period, you have agreed to comply with these terms and conditions and have committed to re-enrolling for the 2017-2018 academic year.
2. If written notification of intention to withdraw a student is received by the School before July 1, 2017, this enrollment commitment will be terminated. In the event of such termination, The Epiphany School of Global Studies will retain the non-refundable deposit, but the person(s) assuming financial obligation under this contract shall have no further financial responsibility. Once the enrollment commitment has been successfully submitted and the first semester withdrawal date of July 1st has passed, the person(s) assuming financial obligation under the re-enrollment commitment are jointly and severally obligated to pay all annual fees and first semester's tuition in full.
3. If written notification of intention to withdraw a student for the second semester is received before January 1, 2018, the person(s) assuming financial obligation under this contract shall not be responsible for the second semester's tuition. Once the second semester withdrawal date of January 1st has passed, the family will also be jointly and severally obligated to pay the second semester's tuition in full. Families who withdraw at any point during either semester are still responsible for the remainder of that semester's full tuition.
4. In the event that the School receives notification of "Insufficient Funds" on any payment made for tuition or other school expenses, the family will be notified immediately by the Director of Finance. A fee of \$40.00 will be assessed in each instance. Prompt repayment by cash or money order will be required and will be paid directly to the School.
5. Formal requests for any exemption to this policy must be submitted in writing to the Head of School and will be reviewed by the Board of Trustees. In very rare cases (i.e. family relocation or serious illness), refunds may be issued. All outstanding balances must be paid prior to the release and/or forwarding of student records.
6. Person(s) assuming financial obligation under this contract agree to reimburse and indemnify the School for any legal cost it or any of its employees, trustees, agents or representatives incurs, (including but not limited to attorney's fees, expert witness costs, filing fees, court reporter fees and other costs), arising out of, or incurred by the School or its agent(s) in any lawsuit or administrative action to which you are a party. By way of example but no limitation, this includes subpoenas and giving of depositions.

Conduct and Procedures

1. It is understood that enrollment for 2017-2018 is contingent upon the student's satisfactory completion of the current school year. Grade and classroom placement is determined by the School and does not constitute a part of this arrangement or its subsequent renewals.
2. Prompt payment of all tuition and occasional fees is essential to maintaining the financial stability of our school. All families are urged to maintain open and honest communication with the administration regarding any financial matters. In particular, families should be aware of the following general guidelines:
 - a. If an account becomes delinquent for more than 30 days, the School reserves the right to withhold student grade reports, student transcripts, diplomas, and recommendations.
 - b. If an account is delinquent at the time of exams, the School reserves the right to prevent a student from attending class or sitting for exams.
 - c. In the event that arrangements for delinquent payments must be made, all payment arrangements must be agreed to in writing between the family and the Head of School.
3. When the conduct of the student (whether on or off campus) is detrimental to the reputation of the School and/or the moral good of the student body, the Head of School reserves the right to expel any offending student. No part of any tuition or fees will be returned under these circumstances.
4. In the event that the Board of Trustees adjusts these financial policies at any point during the academic year, revisions will be provided in writing to all parents with a requested confirmation of their review.
5. Only the Head of School may make exceptions to the terms and conditions outlined in this document.



2017-2018 RE-ENROLLMENT AGREEMENT

By completing this form, I wish to re-enroll the following child(ren) at The Epiphany School of Global Studies for the 2017-2018 academic year. I have read and agree to the Terms and Conditions that were included with this form. I understand that the deposit of \$400 per student (\$800 maximum per family) is non-refundable and is due **February 15, 2017**. This deposit will be applied to my tuition balance. **If the deposit is not received by that date, there is a re-enrollment fee of \$400 per student (no maximum).**

Student #1

Last Name: _____ First Name: _____ Grade Level 2017-2018: _____

Student #2

Last Name: _____ First Name: _____ Grade Level 2017-2018: _____

Student #3

Last Name: _____ First Name: _____ Grade Level 2017-2018: _____

Student #4

Last Name: _____ First Name: _____ Grade Level 2017-2018: _____

Student #5

Last Name: _____ First Name: _____ Grade Level 2017-2018: _____

Note: All legal caregivers must sign this form agreeing to the Terms and Conditions enclosed.

Parent/Guardian #1 Name: _____ Relationship to Child(ren): _____

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2 Name: _____ Relationship to Child(ren): _____

Parent/Guardian #2 Signature: _____ Date: _____

Please provide the following information:

Preferred Bill to Name: _____ Relationship to Child(ren): _____

Preferred Bill to Address: _____

If you would prefer to receive all billing through email, please provide information below.

Bill to Email Address: _____

CC Email Address (optional): _____