

The undersigned Parent(s) or Guardian(s) agree to the enrollment of their child ("Student") based on the following:

Student Information

Student Name: _____ T-Shirt Size ___3T ___YXS ___YS ___YM ___YL
 Home Address: _____ ___SM ___MD ___LG ___XL
 City, State, Zip _____ Contact Phone: _____

Please select the grade your student will be entering and the number of days preferred, if applicable.

Pretoddler	<input type="checkbox"/> 2 Half Day	<input type="checkbox"/> 2 Full Day	<input type="checkbox"/> 3 Half Day	<input type="checkbox"/> 3 Full Day	<input type="checkbox"/> 5 Half Day	<input type="checkbox"/> 5 Full Day
Toddler	<input type="checkbox"/> 2 Half Day	<input type="checkbox"/> 2 Full Day	<input type="checkbox"/> 3 Half Day	<input type="checkbox"/> 3 Full Day	<input type="checkbox"/> 5 Half Day	<input type="checkbox"/> 5 Full Day
Preschool	<input type="checkbox"/> 2 Half Day	<input type="checkbox"/> 2 Full Day	<input type="checkbox"/> 3 Half Day	<input type="checkbox"/> 3 Full Day	<input type="checkbox"/> 5 Half Day	<input type="checkbox"/> 5 Full Day
Prekindergarten	<input type="checkbox"/> 3 Full Day	<input type="checkbox"/> 5 Half Day	<input type="checkbox"/> 5 Full Day			
Lower School	<input type="checkbox"/> Kindergarten					

Subject to the acceptance of this Contract by Oakhill Day School, total tuition shall be calculated as follows:

\$ _____ Annual Tuition	\$ _____ Tuition Deposit (15% Annual Tuition)
\$ _____ Subtract: _____	Due at Enrollment
\$ _____ TOTAL TUITION OBLIGATION	

Payment Plan Election

- _____ A. One installment paid by 7/15/22, qualifying for a discount on the remaining tuition after deposit. Discounts are:
 \$500 for 5-Full Day Students \$250 for 5-Half Day Students. \$225 for 3-Full Day Students
 \$175 for 3-Half Day Students \$150 for 2-Full Day Students \$100 for 2-Half Day Students
- _____ B. Two equal installments paid by 7/15/22 and 10/15/22 qualifying for a discount on the remaining tuition:
 \$250 for 5-Full Day Students \$125 for 5-Half Day Students. \$100 for 3-Full Day Students
 \$85 for 3-Half Day Students \$75 for 2-Full Day Students \$50 for 2-Half Day Students
- _____ C. Monthly installments paid May 2022-April 2023*

**Monthly payment plans must complete an ACH Direct Debit Form through SMART Tuition and will be charged a one-time processing fee of \$100 in May 2022 (or your first month of payments if enrolled at a later date) for monthly billing.*

All credit card transactions will incur a 3% convenience fee. Installments not made by the date indicated will lose the percentage discount. Any payment due which is not received by the 15th of each month will be assessed a \$55 late fee from the Oakhill Finance Office.

Please return the following with this document:

- Non-refundable tuition deposit equal to 15% of the full tuition amount. The deposit is part of the tuition payment and the remaining 85% of tuition due, less any applicable discounts, will be spread across selected payment plan.
- ACH Direct Debit Form for the Monthly Payment Plans

Multi-child Discounts:

- 2nd child \$100/half day up to \$1,000 for 5 full day
- 3rd child = 8% discount
- 4th child = 10% discount
- 5th+ child = 12% discount/child

Multi-child Discounts go in birth order and are applied to the tuition amount before one or two-pay discount. Families who receive multi-child discounts can also apply for Financial Assistance if desired and are eligible for one and two-pay discounts.

*If you have questions, please contact **Dorothy Beckham, Director of Admissions and Financial Assistance***

Phone: (816) 436-6228 or E-mail: dorothy.beckham@oakhilldayschool.org

Withdrawal: I/We, the undersigned Parents/Guardians, acknowledge that the School incurs educational costs as a result of the Student's enrollment and understand that such costs are not reduced if the Student separates from the School for any reason. Once enrolled for an academic school year, I/we agree the full tuition obligation for the academic year is assumed. Withdrawal from the current or upcoming academic year, for any reason, is at the sole discretion of the School's Administration and Board of Trustees and all requests for withdrawal must be dated and submitted in writing to the Head of School. If a withdrawal is requested and approved (including a medical withdrawal), or if the Student is dismissed by the School, financial adjustments will be made to the total tuition obligation for the year as follows:

<u>Date of Cancellation</u>	<u>Tuition Liability</u>
Before February 15, 2022	15% of the Total Tuition Obligation
February 16 – March 31, 2022	25% of the Total Tuition Obligation
April 1 – May 31, 2022	50% of the Total Tuition Obligation
June 1 – July 31, 2022	75% of the Total Tuition Obligation
August 1 – forward (22-23 School Year)	100% of the Total Tuition Obligation

Tuition Assistance/Financial Assistance: Parents/Guardians understand that the Tuition Assistance/Financial Assistance process must be completed to determine family qualification, if any. Accordingly, additional requirements may be requested, such as documentation of tax returns, wages, or other documents/information, prior to award determination and application of an award to the Student's account. If awarded or denied, the cancellation policy will follow the schedule outlined in the Tuition Assistance/Financial Aid packet, as amended from time to time, incorporated herein by reference.

Term: The undersigned Parents/Guardians understand and agree that this Contract, becomes effective on the date it is accepted by the school, and remains enforceable for the **2022-2023** academic school year, unless terminated by the School or the Student's Parents/Guardians make proper application under the cancellation policy outlined in the Contract or Tuition Assistance /Financial Aid packet, as amended from time to time. The undersigned Parents/Guardians agree and acknowledge that deposits, tuition, and fees cover the entire academic year regardless of the Student's absence, academic failure, withdrawal, and/or Contract termination. Instances of the foregoing will not excuse, alter, abate, negate, or nullify the obligation of the Parents/Guardians to pay the remainder of the tuition and other charges due on April 15th except as previously provided herein.

Payment: The undersigned Parents/Guardians acknowledge and agree that tuition for each school year is due in full by April 15th of that academic school year. The payments for each upcoming academic year begin with the initial tuition payment (deposit) due from the Parents/Guardians. The remaining financial enrollment obligation will be paid by the payment preference indicated on the Student Enrollment Checklist and may be prepaid at any time. Family Account Statements will be adjusted to reflect early payment with applicable discounts. Installments not paid by the date indicated will lose any discount. If payments on a one, two, or monthly installment payment plan pay with credit card, the charge will be billed a 3% convenience fee. Any payment due which is not received by the 15th of each month will be assessed a \$55 late fee from the Oakhill Finance Office. Failure to make payment will result in termination of the educational services for which the Parents/Guardians remain financially obligated. Delinquent accounts will be turned over to a third-party collection agency, be assessed interest of 5%, or the maximum amount allowed under law, on any amounts due, which may negatively impact the family's credit rating.

Acknowledgement: The undersigned acknowledges and states that I/we are the only legal Parents/Guardians of the Student and, as such, are legally responsible for the Student. I/We warrant that the information provided to the School regarding the Student is accurate and complete and I/we will notify the School of any changes. I/We acknowledge that this Contract is a binding legal document and I/we are responsible for the financial obligation it represents and for the terms contained herein. I/We, the Parents/Guardians, acknowledge for myself and on behalf of the Student that we will be held to all policies, rules, regulations and bylaws of the School, which may be amended from time to time, and are incorporated herein by reference. Copies of the applicable policies, rules, regulations and bylaws are available on the Parent Portal and in the School's front office. I/We further acknowledge that enrollment at the School is a privilege and not a right and that the School is authorized and entitled to suspend, dismiss or otherwise discipline Student for misconduct or unsatisfactory academic progress on the part of Student or for misconduct on the part of any of Student's Parents/Guardians. In addition, the School expressly reserves the right to refuse to re-enroll Student for any subsequent school year in the School's sole discretion. The School reserves the right to cancel this Contract at any time prior to the beginning of an academic year, and in such an instance, agrees to refund monies deposited with the School within two (2) weeks of the cancellation.

The School's duties and obligations under the Enrollment/Re-enrollment Contract may be suspended indefinitely without notice during all periods in which the School closes due to any force majeure event, including, but not limited to, earthquake, fire, flooding, act of God, war, governmental action or order or mandate, act of terrorism, epidemic, pandemic, health emergency, state of emergency, or any other event beyond the School's control. The School has developed a Distance-Learning plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the School's duties, obligations, and performance under the Enrollment/Re-enrollment Contract may be postponed or excused for a period of time until the School can deliver its Distance-Learning Program or until such time as the School, in its sole discretion, may safely reopen. The School also reserves the right to alter or extend the school year calendar if it deems necessary or beneficial. In the event the School is closed for a period of time or must deliver course work remotely due to a force majeure event, Parents/Guardians/Financially Responsible Parties agree the School is under no obligation to cancel, waive, credit, or refund, any portion of tuition that is owed or paid to the School.

Acceptance: By signing this Contract below, the undersigned Parents/Guardians certify that the Parents/Guardians have read and understand the terms of this Contract and accept and agree to the terms as set forth herein. The School requests that this Contract is signed by all legal Parents/Guardians. If fewer than all Parents/Guardians sign the Contract, the signing Parents/Guardians accept and assume the financial responsibility to the School on behalf of all Parents/Guardians and represent and warrant that any other Parents/Guardians understand and agree to the terms of this Contract. If another party will be paying tuition (i.e. Grandparent), that party must also sign the Contract. **No Contract will be accepted if a family's account is past due.** A copy of the fully executed Contract accepted and signed by the School will remain on record with the School's Director of Finance. In the event any terms of this Contract are found to be unenforceable, the remaining terms of this Contract shall remain in full force and effect. This Contract shall be interpreted in accordance with the laws of the State of Missouri, without regard to the conflict of law principles thereof.

Handbook:

I have received a copy of the Oakhill Day School Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences of failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook, in the latest version, will be available on the school website (oakhilldayschool.org) and is applicable to the entire Oakhill Day School community upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as it is practical.

Accepted by Parent/Guardian

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date

Accepted by Oakhill Day School

Suzanne McCanles, Head of School

Date