

AUTUMN HILL ACADEMY

REGISTRATION POLICIES CONTRACT – September 2019

REGISTRATION PROCEDURES

1. Acceptance at Autumn Hill is conditional upon the completion of all forms (Application for Enrolment, Registration Policies Contract, and Consent form) with an administration fee of \$200.00 (**the administration fee is a one-time fee, per child**); a security deposit of one month which acts as June 2020's tuition (**both fees are non-refundable and dated for the day of registration**); a copy of your child's up-to-date immunization form. E-transfers can be sent to office@autumnhillacademy.ca or cheques are made payable to **Autumn Hill Academy** with the child's name clearly printed on the front of each cheque. **AUTUMN HILL WILL NOT ACCEPT REGISTRATION UNLESS THE ABOVE ARE SUBMITTED AT THE TIME OF REGISTRATION, NO EXCEPTIONS WILL BE MADE.**

PAYMENT OPTIONS

1. **YEARLY:** One payment per year, 5% discount given plus \$200.00 administration fee.* Full payment must be made at time of registration.
2. **QUARTERLY:** One deposit cheque of one month's tuition fee and the \$200.00 administration fee* plus three post-dated-cheques dated for September 1, 2019, December 1, 2019 and March 1, 2020.
3. **MONTHLY:** One deposit cheque of one month's tuition fee and the \$200.00 administration fee* plus nine monthly post-dated cheques dated the first of each month. **A surcharge of \$15.00/month will be added for this option, excluding the deposit.**

*The \$200.00 administration fee is a ONE TIME ONLY FEE; it does not apply to returning students.

DISCOUNTS

1. A 10% discount is offered when a second sibling is registered. The discount is applied to the student who pays the lesser amount of tuition. A 5% discount is offered for all other siblings registered.
2. A 5% discount for fees paid in full upon registration.

TAX RECEIPTS

1. Tax receipts for Toddler to Senior Kindergarten are issued for Child Care and Grade 1 to 3 are issued for Tuition. This receipt will also include any afterschool programs, where applicable. Tax receipts will be issued in February 2020, for payments received during the previous calendar year, not school year.

PROCEDURES & REFUND POLICY

2. **There are no refunds or credits given for a child's absence for any reason, a child may not make up any days missed.**
3. Autumn Hill is closed for two weeks in December, two weeks in March and close the third Friday in June. Fees are pro-rated from September to June.
4. A refund is given, with a minimum of 30 days *written* notice of the intended withdrawal. A partial or total refund of unearned tuition fees will be given, after 30 days, excluding the administration fee and security deposit.
5. There are no refunds after March 1, 2020.
6. There is a \$35.00 processing fee for all NSF cheques.
7. Autumn Hill reserves the right to terminate enrollment if an account is 30 days in arrears.
8. Children who are attending a senior preschool program **must** be 100% toilet trained to attend. Initial: _____
9. Children in the full day preschool program are considered not toilet trained if they are wearing a diaper or pull-up during any part of the day, the tuition fees will be adjusted accordingly. Initial: _____
10. Late pick-ups (after 6 p.m.) will be charged \$1.00 per minute, per child, payable monthly, to the office.
11. The Director reserves the right to terminate services at any time to pupils who fails to adhere to the behavioural policy expected by Autumn Hill Academy.
12. Within four weeks of commencing the program, the director reserves the right to dismiss any student who fails to adjust academically or behaviourally.
13. All parents are required to read the parent policy manual and adhere to all policies stated.

I have read Autumn Hill Academy's Registration Policies Contract. I agree to accept the terms and conditions herein.

Parent/ Guardian Signature

Date