



## **Annual Tuition Contract Terms and Conditions**

*I (we) understand and agree to the following:*

**Period of Enrollment:** I (we) understand and agree that the term of this Annual Tuition Agreement shall be for the entire 2009-10 school year, or, in the case of a student entering after the school year has begun, from the date of enrollment to the last day of the school year.

**Commitment for the Full School Year:** I (we) understand and agree that there is no reduction, refund, credit or other allowance made for snow days, absence, illness, missed classes due to tutoring or other programs, exclusion, suspension, dismissal or withdrawal. I (we) understand and agree that the one-time Application and annual Registration Fee are non-refundable and non-transferable.

**Tuition, Fees and other Payments:** I (we) understand and agree that, by reference, the yearly Tuition and Fee Schedule is incorporated into this Tuition Agreement in its entirety.

**Responsibility for Waste, Loss, or Damage:** I (we) agree to be responsible, upon written request of the School, for the replacement cost of any supplies, materials, or equipment which the student breaks, damages or wastes. I (we) recognize that CWS is not responsible for damages to, or theft of, personal property brought to or left on school grounds.

**Payment Delinquency:** I (we) understand that all past due tuition and fees must be current by the first day of school in order for our child(ren) to begin attending classes. Any request for an exception must be made in writing prior to the beginning of school to the CWS Board of Trustees. In addition, I (we) understand that a late fee of \$50 will be applied to all payments received after the 15<sup>th</sup> of each month. For accounts in arrears exceeding the late payment policy guidelines, I (we) agree to pay all costs of collection of delinquent payments, including, without limitation, reasonable collection agency fees, attorney's fees and court costs.

Tuition payments are due on the 15<sup>th</sup> of the month. Aftercare is billed monthly and is due upon receipt of the bill. If tuition or aftercare is not paid within 30 days of the date due, an invoice will be sent identifying the past-due amounts. Amounts that remain unpaid after 30 days of the invoice date will result in a suspension of the child(ren) from the use of aftercare and other services. Amounts that remain unpaid after 60 days of the invoice date will result in the suspension from school of the child(ren).

Exceptions to the policy will be made on a case by case basis through a written request to the CWS Board of Trustees.

**Enrollment/Registration Fee:** I (we) understand that a non-refundable and non-transferable \$500 per family Registration Fee is due on or before March 15, 2009 to reserve space for my (our) child(ren) for the 2009-10 school year. A late fee of \$100 will be assessed for all contracts returned after March 15, 2009.

**Scholastic Records:** I (we) understand that CWS reserves the right to withhold any diploma, certificate, written reports or other scholastic records if payments of any or all tuition and other fees due the School under the terms of this agreement are not current.

**Withdrawal before School Begins:** I (we) understand that if we withdraw our child(ren) in writing, received by the Business Office prior to June 1, our financial obligation for the tuition and fees will be limited to the non-refundable deposit. I (we) also understand that if we withdraw after June 1, our financial obligation to the school will be for payment of all tuition and fees. I (we) also understand that CWS, at its sole discretion, may place conditions for a student's continuance at any time.

**Exclusion from School** I (we) understand and agree that CWS shall have the right, in its sole and exclusive discretion, to suspend, exclude, or dismiss any student from attendance at CWS. This right includes but is not limited to suspension, exclusion, or dismissal of a student whose progress or conduct is unsatisfactory, whose parent's or guardian's actions are inconsistent with the establishment or maintenance of a positive working relationship with the School, or whose conduct is deemed detrimental to the health, safety or educational development of the student or any other student(s) in CWS.

CWS admits students of any race, color, religion and national or ethnic origin. It does not discriminate on the basis of sex, race, color, religion, disability, sexual orientation or national or ethnic origin in the administration of its hiring policies, educational policies, admission policies, tuition assistance programs, athletic, and other school-administered programs.