

**NARDIN ACADEMY
ELEMENTARY SCHOOL GRADES K-4
ENROLLMENT CONTRACT
2015-2016**

***DUE 4/1/15**

Student's Name _____ Grade _____

Check Payment Choice	Eight Installment Plan <input type="checkbox"/>	Four Installment Plan <input type="checkbox"/>	Payment in full <input type="checkbox"/>
Annual Tuition	\$10,765.00	\$10,765.00	\$10,765.00
Contract and <i>Non-Refundable Deposit</i>	\$500 due April 1	\$500 due April 1	\$500 due April 1
Terms \$15.00 fee to change payment plan after 6/1	8 installments of \$1,283.13 to be billed 6/1, 7/1, 8/1, 9/1, 10/1, 11/1, 12/1, 1/1 Direct Pay Plan Mandatory	4 installments of \$2,566.25 to be billed 6/1, 8/1, 10/1, 1/1	\$10,059.70 by July 1 No Exceptions 2% Tuition Discount after deposit \$205.30
Due Dates	Direct Payment Plan 15th or 20th of the month No student may start classes until the enrollment deposit and the first <u>three</u> installments have been received.	6/30, 8/31, 10/31, 1/31 No student may start classes until the enrollment deposit and the first <u>two</u> installments have been received.	\$10,059.70 by July 1 \$10,265.00 after July 1 No Discount No Exceptions
Administrative Service Fee One time charge billed 6/1	\$80.00 per account	\$40.00 per account	none
Fees	Activity Fee - the general activity fee in the Elementary varies by grade level and will include the Technology Fee of \$150.00 Billed 6/1 Sports Fee - Varies per sport Billed as sport occurs		
Book/Supply Fees	Books and supplies are purchased online through Follett.		
Service Fees	1.5% on all accounts 30 days past due Contract Change Fee - \$25.00 billed if changed after May 15th \$30.00 fee for checks and electronic transfers returned for insufficient funds		
Past Due Accounts	IF THE OUTSTANDING BALANCE IS MORE THAN 60 DAYS OLD, THE STUDENT MUST REFRAIN FROM ATTENDING CLASSES UNTIL THE OUTSTANDING BALANCE IS PAID.		
Transcripts/other Fees	Elementary After School Program is \$6.25/hour. Billed monthly. Official school transcripts are NOT handed out, they are mailed directly to other schools. NO TRANSCRIPTS OR REPORT CARDS WILL BE ISSUED IF AN OUTSTANDING BALANCE EXISTS.		

Cancellation Policy

If cancellation with written notice is received prior to July 1st, the financial obligation is limited to the forfeiture of the non-refundable deposit. If cancellation with written notice is received between July 1st and August 31st, the financial obligation will be 25% of the annual tuition. If cancellation with written notice is received after August 31st, the financial obligation is the full tuition. Payment of tuition and fees is unconditional and due in full regardless of withdrawal, removal or partial attendance. Tuition cannot be considered a charitable donation or transferred to another student.

I have received and read the enclosed brochure detailing the terms and conditions of coverage concerning this Plan. It is imperative that Box A or B below is checked for each child enrolled. If neither box is checked, the default will be Box B.

- One of these boxes **MUST** be checked
- A. I wish to participate in the Tuition Refund Plan. The premium rate is 3.2% of the annual fees. I authorize the School to process and collect any claim payment to which I am entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me.
- B. I do not wish to participate in the Tuition Refund Plan. I understand that no refund or cancellation of the yearly fees will be made by the School for absence, withdrawal or dismissal before the end of the school year and herewith agree to assume full responsibility for the full annual fees.

I/we understand the obligation to pay the tuition and other school related fees for the full year is unconditional and that no portion of such tuition and/or fees paid or outstanding will be refunded or cancelled in the event of absence, withdrawal or dismissal from the school of the above student.

Mother/Guardian print name _____ Father/Guardian print name _____

Mother/Guardian's Signature _____ Father/Guardian's Signature _____

NARDIN ACADEMY
BILLING INFORMATION FORM 2015-2016

*DUE 4/1/15

Student Name: _____ Grade 2015-2016: _____
(last) (first) (mi)

Address: _____ City, State, Zip: _____

Please check here if you wish to opt out of the Student Directory _____

PERSON(S) RESPONSIBLE FOR TUITION 2015-2016 *All listed must sign Enrollment Contract

*****Please list contact and employment information for each responsible parent/guardian*****

1. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____
Name: _____ Relationship to Student: _____
Address: _____ City, State, Zip: _____
Phone: Cell _____ Home _____ Work _____
Social Security #: _____ E-mail address: _____
Employer: _____ Work E-mail: _____
Employer Address: _____ City, State, Zip: _____
Shared Tuition Responsibility (if applicable) <input type="checkbox"/> 50% <input type="checkbox"/> Other _____

2. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____
Name: _____ Relationship to Student: _____
Address: _____ City, State, Zip: _____
Phone: Cell _____ Home _____ Work _____
Social Security #: _____ E-mail address: _____
Employer: _____ Work E-mail: _____
Employer Address: _____ City, State, Zip: _____
Shared Tuition Responsibility (if applicable) <input type="checkbox"/> 50% <input type="checkbox"/> Other _____

PRIMARY TUITION STATEMENTS WILL BE SENT TO PERSON(S) LISTED IN BOX 1

SEND COPIES OF STATEMENTS TO PERSON(S) LISTED IN BOX 2: YES NO



Dear Nardin Academy Parent/Guardian:

Once again Nardin Academy will be offering the **Direct Payment Program** for the upcoming school year.

What is **Direct Payment**?

The **Direct Payment Program** allows you to pay your Nardin Academy tuition bill automatically each month. When you enroll in the **Direct Payment Program**, we will deduct the "Balance Due" listed on your monthly bill on the 15th or 20th of each month, whatever date is most convenient for you. You will still receive your monthly bill ahead of the due date, but it will be stamped "**Direct Payment Authorized.**"

Direct Payment is a convenient, reliable, and inexpensive way to pay your tuition bills. You save time by not having to write checks. You also save the cost of the postage and the check itself. Furthermore, you no longer have to worry about late payment charges because of mail delivery, being out of town on vacation or business, or your child forgetting to leave the check in our drop box. **The Direct Payment Program is mandatory for the 8 installment plan** but also available for the 4 installment plan. Billing months will follow the schedule listed on the attached enrollment form.

If you have any questions regarding your billing, please call the Business Office. We will research and correct any errors just as we do with check payments. We will continue to resolve your inquiries promptly. If you ever want to skip making a **Direct Payment**, and send us a check instead, or if you need to terminate service, simply call the Business Office any time prior to 4:00pm three business days before your account is scheduled to be debited.

To sign up for **Direct Payment**, complete and sign the enclosed authorization form. Return it to the Nardin Academy Business Office with a VOID check drawn on the account you want us to use for your payments. The VOID check will verify all the information we need to set up your **Direct Payment** account.

This program is mandatory if you select the 8 installment plan, but strictly voluntary for the 4 installment plan.

If you have any questions about the **Direct Payment Program**, please contact the Business Office. We are ready for you to stop writing checks and to start using **Direct Payment**.

Business Office 881-6262 ext. 1630



*DUE 4/1/15

Student Name(s) _____
(last) (first)

**DIRECT PAYMENT PROGRAM
2015/2016 School Year**

AUTHORIZATION AGREEMENT FOR ACH ENTRIES (DEBIT/CREDIT)

I(we) hereby authorize Nardin Academy, hereinafter called COMPANY, to initiate debit/credit entries to my (our) () **checking account** () **savings account (please select one)** indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit/credit the same to such account.

I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of the U.S. law.

Depository Name _____ Branch _____

City _____ State _____ Zip _____

Account Number _____ (attach a void check)

Routing Number (9 digits) _____

Deduction Date 15th of month _____ 20th of month _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. A minimum of 3 business days' notice is required.

Name(s) _____ Cell Phone # _____
(please print)

_____ Cell Phone # _____

Signature(s) _____ Date _____

_____ Date _____



NARDIN ACADEMY ELEMENTARY

**MISCELLANEOUS FEES
2015/2016**

TYPE OF FEE	AMOUNT OF FEE	DATE BILLED
SPORTS		
Basketball	\$147.00	
Baseball	\$186.00*	
Soccer	\$181.00*	
Swimming	\$ 76.00	
Tennis	\$159.00*	
Softball	\$261.00*	
Track	\$102.00*	
Lacrosse	\$304.00*	

*Includes a transportation fee
All sports fees are billed as sport occurs

ACTIVITY FEE/TECH FEE**

Kindergarten	\$349.00
First Grade	\$349.00
Second Grade	\$359.00
Third Grade	\$369.00
Fourth Grade	\$389.00
Fifth Grade	\$575.00
Sixth Grade	\$560.00
Seventh Grade	\$560.00
Eighth Grade	\$620.00

**All activity/tech fees will be billed 6/1/15



TUITION REFUND PLAN

Your enrollment agreement contains a provision stating that after August 31st, a student is enrolled for the full academic year and no adjustment of tuition and fees can be made by the School for absences, withdrawal or dismissal. This policy is necessary as the School budgets expenses, such as faculty salaries and supplies, based on enrollment. In order to plan and maintain our services for the year, it is essential that the annual income from tuition should be stabilized. Therefore, in the interest of parents, we are pleased to announce that we have made arrangements to protect students under the Tuition Refund Plan (underwritten by the CGU Insurance Companies for A.W.G. Dewar, Inc.).

This plan will not only provide an allowance for tuition in the event of absence or withdrawal of a student for medical causes, but also in the event of withdrawal for other reasons or dismissal by the School (annual tuition charges, both prepaid and due, are insured). The allowance varies from 50% to 75%, based on the reason for departure. The Tuition Refund Plan becomes effective on August 1st in the event of the student's inability to attend school due to a covered medical reason. **The nonmedical coverage (voluntary withdrawals and dismissals) does not become effective until the student has attended 14 consecutive calendar days (including weekends) commencing with the student's first class day of attendance in the academic year.**

The premium is 3.2% of the annual tuition, net of any financial aid awarded. The maximum cost is as follows:

<u>GRADE(S)</u>	<u>TUITION</u>	<u>PREMIUM</u>
Full time Montessori (5 days)	\$11,465.00	\$366.88
Part time Montessori (5 days)	\$ 7,640.00	\$244.48
Full time Montessori (3 days)	\$ 9,475.00	\$303.20
Part time Montessori (3 days)	\$ 4,775.00	\$152.80
Toddler Program (2 days)	\$ 3,735.00	\$119.52
K – 4	\$10,765.00	\$344.48
5 – 8	\$11,370.00	\$363.84
9 – 12	\$12,105.00	\$387.36

The School offers you the Tuition Refund Plan as a means to insure your annual financial obligation under the terms of the accompanying Enrollment Agreement. This protection is important to you, and the School recommends that you participate in the Plan. Please read the information regarding the Plan that appears in the Enrollment Agreement and Tuition Refund Plan brochure carefully and indicate on the Agreement if you do not desire the coverage by initialing the waiver.

In light of the no refund or cancellation enrollment terms, we recommend that all parents in their own interest participate in the Plan. Please contact the Business Office if you have further questions at 881-6262, ext. 1630.

Parents are reminded that after August 31st, no refund of fees can be made except as provided under the optional Tuition Refund Plan. It is understood that students are enrolled for the entire school year or such portion as may remain after the date of entrance. The fact that the school fees are paid in one or more installments does not constitute a fractional contract. Coverage under the Plan is contingent upon payment of the Insurance Charge within ten days from the first class day of the Academic year.