



Louise Hayem Manheim GATES PRESCHOOL

Enrollment and Tuition Agreement for 2024-2025

Louise Hayem Manheim Gates Preschool (the “School”) and the undersigned parent(s) and/or guardian(s) (“you”), by entering into this agreement to enroll the child (the “Student”) named below for the 2024-2025 school year, agree as follows:

1. Enrollment Deposit. The School requires a nonrefundable \$500 enrollment deposit to reserve a place for the Student in the 2024-2025 school year. The deposit is credited towards the payment of tuition.
2. Tuition. You agree and acknowledge that you are obligated to pay the full amount of tuition per the 2024-2025 Tuition and Fees schedule, [as described here](#). Tuition must be paid in full, or you must have entered into an automatic payment plan for the full payment of tuition by means of Brightwheel, by July 15, 2024.
3. Fees. Tuition does not include fees for additional services and programs offered by the School, including before and after care, after-school activities, and Pizza Day. You will be given the opportunity to elect these services and programs. Fees must be paid in full, or you must have entered into an automatic payment plan for the full payment of fees by means of Brightwheel, by July 15, 2024.
4. No Refunds or Rescheduling. The School depends on tuition and fees to pay its annual expenses, which include but are not limited to, teachers’ salaries, supplies and materials, utilities, facilities upkeep, and general maintenance. In order to adequately budget and prepare for the upcoming school year, the School must ensure that the tuition from those enrolled is guaranteed and paid in a timely manner. **For this reason, tuition is not refundable, transferable, or waivable after July 15, 2024, and fees are not refundable, transferable, or waivable at any time.** This is so whether the Student is absent for illness, vacation, or any other reason, or if the School is closed due to an act of nature or any other event or cause. In addition, absences and closures may not be made up on non-scheduled days or times. There is no afternoon “drop-in” option for Half Day students.
5. Tuition Refund Insurance. We understand that unforeseen circumstances can arise during the year, such as relocation, illness, or dismissal, that will make it necessary for you to withdraw the Student. To assist in covering you under these circumstances, the School offers Tuition Refund Insurance through A.W.G. Dewar, Inc. This program provides a partial refund of tuition in the event of the absence or separation of the Student from School, if the terms and conditions of the policy are met. The School will collect any insurance proceeds you may become entitled to under the program and will credit the proceeds to the Student’s account. Any excess will be paid to you. The rate for this insurance will be 2.5% of tuition and fees for 2024-2025. **Purchase of Tuition Refund Insurance is required for all families that have not paid the full amount of tuition and fees due for the year by July 15, 2024, and will be added to your automatic payment on July 15, 2024. If you will pay tuition and fees in full by July 15, 2024, Tuition Refund Insurance is optional.** More information about the [Tuition Refund Insurance program is provided here](#).

6. Late Payment Fee. All payments are due on the 15th of each month. If payment is not received by the due date, a late fee of 3% of the payment due will be incurred. This fee will be added to the outstanding balance due.
7. Payment Method. If you will pay tuition and applicable fees in full by July 15, 2024, you may choose to have the total amount drafted through Brightwheel or provide a check made payable to the School. Otherwise, payments for the deposit, tuition, and fees are required to be automatically drafted through Brightwheel. The School will not accept checks for such payments.
8. Enrollment Terms. Admission to School, participation in before or after-care or after-school activities, access to Student records, and other school privileges will be denied if tuition and fees are not paid timely, subject to any applicable grace period described in the Parent Handbook. If you pay tuition and/or fees on a monthly basis, and payment is not received by the School by the last day of the month in which the payment is due, then the Student will not be permitted to attend School, before or after care, or otherwise participate in School-related activities as of the first day of the following month. For example, if the monthly payment due August 15th is not paid by August 31st, along with any applicable late fees, the Student will lose School privileges beginning September 1st. The School's failure to enforce any penalty against any other student shall not be deemed a waiver of its right to do so with respect to that or any other student.
9. Policies. You agree to cooperate fully with the School and to abide by the rules, regulations, and standards contained in the Parent Handbook and other rules, regulations, and standards that the School may issue from time to time.
10. Dismissal/Discharge. The School reserves the right to cancel the enrollment of the Student for any reason, including, but not limited to, nonpayment or excessive late payment of tuition or fees or failure of you or the Student to observe School rules, regulations, and standards. There will be no refund of tuition or fees upon such a dismissal, and any unpaid balance will remain payable in full.

In consideration of the offer and acceptance of this Enrollment and Tuition Agreement, I/we, the parent(s) or guardian(s) of the Student, have read and understand all the terms and conditions of this agreement. We agree to enroll the Student in the School for the 2024-2025 academic year based on the terms and conditions stated in this agreement, including the obligation to pay the full year's tuition even if the Student is withdrawn or dismissed.

By applying my/our electronic signature(s) to this agreement, I/we consent to entering into this agreement electronically and agree that my/our electronic signature(s) is the legally binding equivalent of my/our handwritten signature(s) on paper.

Student Name:

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date