



Headwaters™ SCHOOL

2017-2018 Enrollment Contract

Headwaters School will rely upon this signed contract, including reserving a place for my student in the grade indicated above and making preparations, investments, and commitments as necessary and/or appropriate to educate the student. Enrollment, and the obligation to pay tuition and fees, are unconditional and binding in the full amounts indicated below for the 2017-2018 school year. This contract includes tuition insurance for semi-annual and monthly tuition options. See tuition insurance details below.

Regarding your obligation to pay the total tuition, a refund plan is available prior to July 1, 2017. If a student needs to withdraw for any reason prior to July 1, the following refund policy will be followed:

- With written notice of withdrawal received by the school on or before May 31, the family will be responsible for 30% of the total contract amount which includes all fees and tuition. The enrollment fee is non-refundable.
- With written notice of withdrawal received by the school on or before June 30, the family will be responsible for 50% of the total contract amount which includes all fees and tuition. The enrollment fee is non-refundable.
- With written notice of withdrawal after July 1, the family is responsible for 100% of the total contract amount.

By signing this contract and enrolling your student, the student and the student's family agree to comply with and be subject to the school's rules and policies set forth in the Family Handbook including all behavioral expectations. The school believes that a positive and constructive working relationship between the school and the student's parents is essential to the fulfillment of the school's mission. Thus, the school reserves the right not to continue enrollment or to re-enroll a student if the school reasonably concludes that the actions of a parent make such a positive and constructive relationship impossible or interfere with the school's accomplishment of its educational purposes. The decision of the school in these regards shall be final.

Tuition & Fees

Tuition: I understand that tuition can be paid in a lump sum annually, semi-annually, or monthly. All payments are payable only through FACTS Business Solutions for Education. FACTS

accepts all major credit cards and ACH debit. Semi-Annual or Monthly payments require a tuition insurance fee and this fee has been added to your annual tuition total.

Enrollment Fee: I understand that an enrollment fee (\$500 for YCC, Primary and Elementary, \$1,300 for Middle and High School) is due with this contract. I understand that this fee is not refundable, even if I choose to withdraw my student before the school year begins. Payment can be made online at the end of this form.

New Student Fee: I understand that all new students are required to pay a one-time new student facility fee of \$500 for YCC, Primary and Elementary and \$1,000 for Middle and High School. This fee is in addition to the enrollment fee and is due upon signing this contract.

Tuition Insurance: Insurance is required for all Semi-Annual and Monthly tuition payment plans. Tuition insurance is optional for Annual payment plans, and is available at a reduced rate and should be requested with the business office. Tuition insurance begins July 1. If termination of enrollment occurs during the school year, 60% of the remaining months of tuition will qualify for reimbursement if tuition insurance was paid. The insurance covers families who have to withdraw students for illness, long term hospitalization, family move out of the Austin area, or an involuntary request to leave the school.

Late Payments: If tuition or student fees are delinquent by the payment deadline, the parent will be charged a \$35.00 late fee every 30 days. If account becomes delinquent for more than 90 days, the student may be denied admission and enrollment terminated. Grades and transcripts will be held for students until all tuition and fees are paid in full.

Sibling Discount: We offer a sibling discount to families who have two or more siblings enrolled concurrently at the school. Families with two students at the school receive a 10% discount on the younger student. Families with three students at the school receive a 10% discount on the second student, and a 5% discount on the third student. Families with more than three children at the school may petition the Head of School and will be considered individually. This discount is applied to the tuition only of the younger/est siblings.

Payment Plans

Please mark your payment choice for the school year. Annual and Semi-Annual tuition plans will be invoiced in May and will be paid through FACTS. Annual payment is due by June 30, 2016. Semi-Annual payments are due June 30, 2016 and November 30, 2016.

Monthly payments will include all fees except enrollment and/or new student fees. Monthly payments are through FACTS and will begin in July.

Monthly FACTS payments will begin in July and run through May. New families will need to submit a FACTS contract to our finance office by May 31, 2016. Families who enroll during

August will have tuition payments August through May. For families who enroll after September, tuition will be prorated and must be completed by May 30.

Tuition Insurance is due with semi-annual payments in June, or if paying monthly it will be included in your FACTS monthly payments.