



January 6<sup>th</sup>, 2020

Dear Southern Highlands Preparatory School Families,

Thank you so very much for trusting us with the safety and education of your children. It is my number one priority to focus on our students and their families, becoming better each year.

Our priority enrollment for the 2020-2021 school year begins today! As current families, or paid waitlist families of SHPS, you have the opportunity to enroll before we open enrollment to the public. A signed tuition/fee schedule and a signed tuition agreement, along with your registration payment, will secure your placement for fall. Our returning preschool families have a registration fee of \$425 and our returning elementary/middle school families have a registration fee of \$550.

The priority enrollment will be open Monday, January 6<sup>th</sup> through Friday, January 24<sup>th</sup>. As we continue to grow at SHPS, we encourage you to enroll during priority enrollment to secure your spot. Please don't hesitate to reach out to me with any questions.

I am looking forward to an amazing 2020!

Best,

Carla Martin  
Head of School  
Southern Highlands Preparatory School



Southern Highlands Preparatory School  
Elementary and Middle School Tuition & Fee Schedule  
2020-2021

**Enrollment Fees**

Effective Date: August 2020 or Current Month of Enrollment	Returning Student	New Student
Elementary/Middle Application/Testing Fee (non-refundable)	N/A	\$125
Elementary/Middle Registration/Material Fee: due immediately to register for the 2020-2021 school year.(non-refundable)	\$675	\$675
Tuition Deposit: due by June 1, 2020 for Elementary & Middle School (K-8) to ensure placement for the fall 2020-2021 school year. This will be applied to the August 2020 tuition payment. (non-refundable)	\$1,413 K - 8 <sup>th</sup>	\$1,413 K - 8 <sup>th</sup>
* Early-Withdrawal Deposit: due by August 1, 2020. This will be applied to the May 2021 tuition payment (May payment less \$300 tuition deposit when applicable). (non-refundable)	\$300	\$300

Payment	Annual Tuition Fee (includes 3% discount)			Monthly Payments ACH Only (10 Equal Installments)		
K - 8 <sup>th</sup> grade	\$13,706.10			\$1,413.00		
AM and PM Extended Care (other options available)	5 days	5 days pm	5 days am	5 days	5 days pm	5 days am
	\$2,473.50	\$1,649.00	\$824.50	\$255.00	\$170.00	\$85.00

ACH available, please get your application from the office. ACH means automatic checking account withdrawal.

**\*\*An additional \$15 convenience fee per month will be charged for accounts not set up for automatic checking account withdrawal. An additional 2% processing fee will be charged for each credit card payment.**

**•2020-21 Sibling discount: 5% for 2<sup>nd</sup> child. No discounts may be combined, only one discount per student.**

**\*Tuition is due the first day of each month. A late payment fee of \$30 is assessed at noon on the next business day following the due date. Returned checks are assessed a \$25 service charge. If tuition and fees are not paid within 10 school days, attendance will be suspended until payment is current. Tuition is for the academic school year only. Tuition does not include before/after care, camp programs during winter, spring, and summer break. We require a 30-day written notice for any schedule change. Withdrawal from the school during the school year requires at least one month's written advance notice.**

**•Hours/Days of Operation**

Regular instruction hours are 8:30 AM – 3:00 PM for K – 8<sup>th</sup> grade. Extended care hours are from 7:00 AM – 6:00 PM. Refer to extended care form for rates. Hourly extended care will be billed at \$11.00 an hour. **There is a late pick up fee of \$5.00 per minute past 6:00 PM.** Please refer to the school year calendar for holidays and other school in-service days.

**SPONSOR/STUDENT INFORMATION**

*I have read the above fee schedule and agree to comply with its stipulations.*

Sponsor's Name	Signature	Today's Date
Street Address	City, State, Zip Code	
Phone #	Email Address	
Student's Name	Student's Date of Birth	Grade (20/21)
		Start Date

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\*\*\*Local tuition and fee schedules supersede any corporate forms. 1306



**Southern Highlands Preparatory School**  
**Preschool Tuition & Fee Schedule**  
**2020-2021**

**Enrollment Fees**

Effective Date: August 2020 or Current Month of Enrollment	Returning Student	New Student
<b>Preschool New Family Fee</b> (non-refundable)	N/A	\$125
<b>Preschool Registration/Material Fee:</b> due immediately to register for the 2020-2021 school year. (non-refundable)	\$500	\$500
<b>Tuition Deposit: due by June 1, 2020</b> for Preschool to ensure placement for the fall 2020-2021 school year. <i>This will be applied to the August 2020 tuition payment.</i> (non-refundable)	Full Monthly Tuition (based on schedule selected)	Full Monthly Tuition (based on schedule selected)
<b>* Early-Withdrawal Deposit: due by August 1, 2020.</b> <i>This will be applied to the May 2021 tuition payment (May payment less \$300 tuition deposit when applicable).</i> (non-refundable)	\$300	\$300

Payment	Annual Tuition Fee (includes 3% discount)	Monthly Payments ACH Only (10 Equal Installments)
Beginner (2's) Full Day	\$13250.20	\$1,366.00
Beginner (2's) Half Day (8:30am – 12:00pm)	\$9,913.40	\$1,022.00
Intermediate (3's) Full Day	\$11,436.30	\$1,179.00
Intermediate (3's) Half Day (8:30am – 12:00pm)	\$8,400.20	\$866.00
Pre-K (4's) Full Day	\$11,436.30	\$1,179.00
Pre-K (4's) Half Day (8:30am – 1:00pm)	\$10,068.60	\$1,038.00
Pre-K 2 Full Day	\$11,669.10	\$1,203.00

**ACH available, please get your application from the office. ACH means automatic checking account withdrawal.**

**\*\*An additional \$15 convenience fee per month will be charged for accounts not set up for automatic checking account withdrawal. An additional 2% processing fee will be charged for each credit card payment.**

**•2020-2021 Sibling discount: 5% for 2<sup>nd</sup> child. No discounts may be combined, only one discount per student.**

**\*Tuition is due the first day of each month. A late payment fee of \$30 is assessed at noon on the next business day following the due date. Returned checks are assessed a \$25 service charge. If tuition and fees are not paid within 10 school days, attendance will be suspended until payment is current. Tuition is for the academic school year only. Tuition does not include before/after care, camp programs during winter, spring, and summer break. Drop in days are subject to availability and additional fees. NO make-up days due to illness or vacation are permitted. We require a 30-day written notice for any schedule change. Withdrawal from the school during the school year requires at least one month's written advance notice.**

**•Hours/Days of Operation**

Regular instruction hours are 8:30 AM – 3:00 PM for Preschool. Extended care hours are from 7:00 AM – 6:00 PM. Refer to extended care form for rates. Hourly extended care will be billed at \$11.00 an hour. **There is a late pick up fee of \$5.00 per minute past 6:00 PM.** Please refer to the school year calendar for holidays and other school in-service days.

**SPONSOR/STUDENT INFORMATION**

*I have read the above fee schedule and agree to comply with its stipulations.*

\_\_\_\_\_  
Sponsor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Date of Birth

\_\_\_\_\_  
Grade (20/21)

\_\_\_\_\_  
Start Date

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**\*\*\*Local tuition and fee schedules supersede any corporate forms. 1306**

## SHPS Tuition Agreement (preschool – 8<sup>th</sup>)

**ADMISSIONS PROCEDURES** - Both you and your child (named below) ("your child") must comply with all School admissions policies and procedures. Effectiveness of this Tuition Agreement is subject to final approval of your child's admission in accordance with such policies and procedures, notwithstanding the "acceptance" of this Tuition Agreement reflected by the Principal's signature below.

**TUITION** - You agree to pay tuition and fees for your child in accordance with the Fee Schedule, which is incorporated herein by reference, and the School Calendar published by the school. You may pay tuition in any installment plan reflected as an option on the Fee Schedule. In addition to the tuition and fees set forth in the Fee Schedule, you will pay for any extra charges incurred by your child for care or activities which are applicable.

**TUITION DUE / LATE CHARGES** - Tuition and fee payments are due and payable at the times stated on the Fee Schedule. Tuition and fees are considered delinquent at 12:00 noon on the day following the due date. Late charges will be assessed in amounts as reflected on the Fee Schedule commencing at that time. If tuition and any other outstanding charges are not paid within seven days of the date due (*or within five banking days of notification to you, in the case of a returned check*), attendance at the School will no longer be permitted until tuition is paid in full for the past due amount and for the current period.

**RETURNED CHECKS OR NSF ACH**- A service charge will be assessed in amounts as reflected on the Fee Schedule for a check returned for any reason. In addition, a late charge will be assessed as reflected on the Fee Schedule, unless payment is received to cover the funds within three banking days of notification. If your check is returned three times within a three-month period, then for a period of one year, you must make all payments by money order or certified check, or by cash (*subject to the policy on "Cash Payments"*).

**CASH PAYMENTS** - For your protection, cash payments may be made only to the Principal or Assistant Principal of the School. If the payment is for an amount of more than \$5.00, it will be invalid unless you obtain a computer-generated cash receipt from the school's financial operating system.

**DEPOSIT** - A deposit is required equal to the amount reflected on the Fee Schedule. We will return your deposit upon your withdrawal of your child from the School, only if (i) you have given us the required withdrawal notice (*see below*) and (ii) you have paid all tuition and fees owed through the withdrawal date. Otherwise, we will retain your deposit and apply it against amounts due. We will not pay you interest on your deposit, and we may commingle your deposit with our general funds.

**WITHDRAWAL / CHANGE OF SCHEDULE** - You must give us four weeks' notice in writing prior to withdrawing your child from the School. If you wish to return after withdrawing your child, space is not guaranteed and you must pay anew the registration fee and deposit applicable to new enrollees. You must also give us four weeks' notice prior to reducing your child's attendance schedule and two weeks' notice prior to increasing your child's attendance schedule.

**HOLIDAYS / IN-SERVICE DAYS** - Tuition is continuous throughout the year (*taking into account the days the School is closed*) and guarantees a reservation for your child at the School for the 12-month School Year designated on the School Calendar. No credit will be given for holidays or professional in-service days or student absences or illnesses. Holidays and professional in-service days for the School Year are shown on the School Calendar. No credit/refund will be owed if the School must close because of emergency or inclement weather.

**HOURS / LATE PICK-UP CHARGE** - The School is open from the Opening Time to the Closing Time (*reflected on the Fee Schedule*). If your child is picked up after the Closing Time, you must pay the fee specified on the Fee Schedule (*no grace period!*). If this occurs several times, we may increase this fee.

**FAMILY DISCOUNTS** - Families with more than one child enrolled full-time at Nobel Learning Communities schools may receive a discount for each additional child after tuition has been paid at the regular full-time rate for the child with the highest regular tuition rate (*i.e., the discount will be a percentage of the lower tuition amount*). See the Fee Schedule for details. Family discounts may not be combined with any other discounts offered by the School.

**SUSPENSION / DISMISSAL** - We reserve the right to suspend or dismiss a child in our sole discretion for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical or other needs (*subject to any applicable regulatory requirements*), for violations of our policies, or if for any reason we determine it to be in the best interests of the School. In our sole discretion, suspension or dismissal may be with or without notice.

**STUDENT ILLNESS / EMERGENCY** - We strive to maintain a healthy, safe environment for our children. In that light, you may not bring to the School a child who is ill (*determined in our discretion*). We will notify you if your child becomes ill, and you must then pick him/her up as soon as possible. You authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician, if, in our judgment, there is insufficient time first to contact your child's physician. You authorize us to make the decision of when an emergency exists.

**AUTHORIZATION** - You must sign your child in and out of the School (*or if you drop/pick up your child at another Nobel Learning Communities school, at that location*). You will not hold us responsible for any liability for allowing anyone authorized by you to pick up your child. Your written authorization will remain effective until you notify us in writing of its termination. You will notify us in writing if you wish to add a new person to be authorized to pick up your child and agree that, if circumstances prevent you from delivering an authorization in person, we may rely on an authorization provided by you by telecopies or electronic mail.

**USE OF PHOTOGRAPH, ETC.** - You authorize us to use your child's photograph or appearance in any advertising or other media.

**INTERNET USE** - You recognize that, while the Internet has the potential to provide vast resources and tremendous learning opportunities for our students, searching the Internet can expose your child to dangerous or inappropriate material. You agree to release the School and its employees from all claims, charges and damages of any nature arising from use or misuse of the Internet. You further agree that the School may condition your child's use of the Internet upon execution by you and your child of further documentation as may be required by the School.

**TUITION INCREASE** - We may increase our tuition rates at any time by giving you at least one month's prior notice.

**RENEWAL AND RETURN** - Registration at the School is on a School Year basis. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the School for that school year and pay all applicable fees. If you withdraw your child during a School Year, you must pay the registration fee and any applicable deposit should you re-enroll in the same School Year.

**RESPONSIBILITY** - You agree that you will be responsible for any loss, damage or destruction by your child of any property of the School and for any damages for which the School becomes liable or chargeable because of your child's actions.

**COSTS OF COLLECTION / STUDENT RECORDS** - If we refer your account for collection, you will pay all our costs of collection, including (*but not limited to*) attorneys' fees. We will not be obligated to release to you or any other school any student records until all your financial obligations to the School are paid in full, except as may otherwise be provided by law.

I agree to the above terms and conditions, including the obligation to pay to the School all charges for tuition and fees, and in all events to be responsible for the financial obligations of my child.

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>ACCEPTED:</b>
<b>Principal Signature</b>
<b>Print Name</b>

# Spread the word about our school & save on tuition!



Refer a new family to our school and you could earn **\$250 off** tuition.\*

1. Provide a Parent Referral certificate to the family you are referring.
2. Ask the referred family to present the certificate when they tour the school.
3. For each referred child enrolled full-time, you receive \$250 off the fourth consecutive month that the new student is enrolled.

For more information, see the Principal.

**\*Kindergarten – 8<sup>th</sup> grade students**



*\*Current family receives discount after referred child has attended for three consecutive months. Cannot be combined with any other tuition discount with the exception of a corporate or sibling discount. Subject to availability.*

# Spread the word about our school & save on tuition!



## Refer a new family to earn a **FREE WEEK OF TUITION.\***

1. Provide a Parent Referral Certificate to the family you are referring.
2. Ask the referred family to present the certificate when they tour the school.
3. For each referred child enrolled full-time, you will receive a free week of tuition. For each part-time referral, you will receive a \$100 tuition credit.

**For more information, see the Principal.**

**\*Preschool students**



\* Current family receives discount after referred child has attended for 3 consecutive months. Discount applies to the tuition of the oldest child in the referring family. Cannot be combined with any other tuition discount with the exception of a corporate or sibling discount. Subject to availability.

# Parent Referral Certificate

## WELCOME!

Present this certificate to the Principal when you tour the school, so that we know who to thank for the referral.

Family at School: \_\_\_\_\_ *has referred*

Your Name: \_\_\_\_\_ to

School Name and Location

**Southern Highlands Preparatory School**

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# Parent Referral Certificate

## WELCOME!

Present this certificate to the Principal when you tour the school, so that we know who to thank for the referral.

Family at School: \_\_\_\_\_ *has referred*

Your Name: \_\_\_\_\_ to

School Name and Location

**Southern Highlands Preparatory School**

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# Parent Referral Certificate

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Present this certificate to the Principal when you tour the school, so that we know who to thank for the referral.

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Your Name: \_\_\_\_\_ to

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