



SHARON
PRESBYTERIAN
WEEKDAY SCHOOL

POLICY FORM

REGISTRATION FEES *(\$100.00, per student)*

- Due at the time of registration with the completed Application Policy forms
- Non-refundable and separate from Monthly Tuition
- Refunded in full **only** if no space is available for your child

TUITION PAYMENT SCHEDULE

PAYMENT DATE:	APPLIES TO:
Upon Registration	September
May 15	October
September 15	November
October 15	December
November 15	January
December 15	February
January 15	March
February 15	April
March 15	May
April 15	September of the following school year

ACTIVITY FEES

- The annual Activity Fee amount will be provided to families by August 1, 2019.
- Payment is due by the 15th of every month. Activity Fee will be drafted August 15 for families who use Tuition Express, unless otherwise requested.

LATE PAYMENTS

- A fee of \$10 is charged for payments received after the 15th of each month.
- Tuition Express direct draft service is available. Payments are withdrawn on or after the 15th of each month.
- Students with accounts 30 days or more past due will be withdrawn from the class roll.
- Monthly fees are due in full, regardless of attendance.

IMMUNIZATIONS

- All children must have annual medical and immunization updates. We do not accept medical exemptions.

WITHDRAWAL

- SPWS requires a one month notice, in writing, to the Director, prior to withdrawal. Fees are due that month, regardless of whether the child attends school.

PARENT/LEGAL GUARDIAN CONSENT

I, _____, parent/legal guardian of _____:

- _____ Acknowledge that we have received and reviewed the SPWS Policy Form.
- _____ Have discussed with the Director prior to enrollment any physical, emotional, or academic barriers that may require special attention during the course of a school day.
- _____ Agree to abide by all inclusion policies.
- _____ Will present a signed Health Form, including an updated immunization record, from a licensed physician by August 1, 2019.
- _____ Will abide by the Health and Illness Guidelines outlined in the Parent Handbook.
- _____ Will report immediately the development of any contagious disease.
- _____ Commit to comply with SPWS Policies regarding registration, fees, immunizations and withdrawal.

Parent/Guardian Signature

Date

Jennifer Hulighan, Sharon Presbyterian Weekday School Director

Date