



## Marco Polo Waitlist Policy & Procedure

- **Steps to Join Our Waitlist**

1. Fill out and turn in the MP Admission Agreement for your child after a school tour.
2. Turn in the \$130 Application Fee and \$150 Waitlist Fee (\$150 Waitlist Fee will go toward the first tuition payment). Both the Application Fee and the Waitlist Fee are nonrefundable. We will actively manage our waitlist and get your child(ren) enrolled. However, due to space limitations and the popularity of our programs, there is a chance that spots may not open up to match your needs.

- **Factors of Waitlist in Order of Priority:**

1. The date the MP Admission Agreement and fees were turned in
2. Whether the applicant is a sibling of a currently enrolled student
3. Whether the applicant is from a returning family or alumni family
4. Whether the applicant's age matches MP's available spot
5. Whether the applicant's schedule request matches MP's availability

\*\*Priority for enrollment goes first to siblings of currently enrolled students, then to returning families including alumni, and then to new students.

- **Openings for Children on Waitlist**

When contacted by Marco Polo office to notify a spot availability, that family has seventy-two (72) hours to either accept or decline the spot. After that seventy-two (72) hour period has lapsed, MP will contact the next family on the waitlist, based on the priority criteria detailed above. If a family accepts the offer, they must submit payment in full for the first month's tuition and any other fees owed within three (3) business days. The child must either start on the day that the opening is available, or the family must begin paying tuition on the date that the opening is available.

If the MP office calls a family for an immediate opening the family must start their child within two (2) weeks of the opening or begin paying within two (2) weeks of opening (this only applies to spots that are available immediately).

- **No Guarantee of Enrollment for Families on Waitlist**

Families will be notified with enrollment confirmation 4-6 weeks prior to their desired start date. No student is guaranteed a start date unless the family pays and continues to pay tuition in full starting from the date of the opening spot.

- **Removal from the Waitlist**

If a family declines the spot, the family will return to the waitlist automatically. **When a family declines the spot offer three times, the applicant will be removed from the waitlist. In this case, the family will have to re-submit the \$130 Application Fee and the \$150 Waitlist Fee to be on our waitlist again.**

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I acknowledge that I have read and understand, and agree to abide by all terms, conditions, and policies of this Waitlist Policy.

**Parent/Guardian Name (print and sign): \_\_\_\_\_ Date: \_\_\_\_\_**