

Kuleana Preparatory Academy

Standard Enrollment Agreement

2026-2027 Academic Year

This Enrollment Agreement is entered into between Kuleana Preparatory Academy and the parent/legal guardian listed below for the enrollment of the student named in this agreement.

By signing this agreement, submitting enrollment paperwork, making payment, accessing school services, or participating in Kuleana Preparatory Academy programs, the parent/guardian acknowledges that they have read, understood, and agreed to the terms of this agreement and all related school policies.

Student Name	_____
Grade Level	_____
Date of Birth	_____
Parent/Guardian Name	_____
Parent/Guardian Email	_____
Parent/Guardian Phone	_____
Address	_____
Enrollment Program Selected	_____
Academic Year	2026-2027

1. Enrollment Acceptance

Enrollment at Kuleana Preparatory Academy is subject to school approval, availability, completion of required enrollment documents, payment arrangements, and agreement to school policies.

Kuleana Preparatory Academy reserves the right to approve, deny, pause, or withdraw enrollment when necessary due to academic fit, program availability, safety concerns, unpaid balances, incomplete records, parent/guardian conduct, student conduct, or failure to comply with school expectations.

Enrollment is not considered finalized until the school has accepted the student, required forms have been submitted, and the applicable payment or payment arrangement has been completed.

2. Academic Year Enrollment

For students enrolling in a full-year, semester, quarter, or annual tuition program, enrollment is for the academic period selected at the time of enrollment.

Families understand that Kuleana Preparatory Academy plans staffing, curriculum, licensing, academic support, testing, schedules, records, student accounts, and program capacity based on enrollment commitments.

Once enrolled, the family is financially responsible for the tuition and fees associated with the selected enrollment plan, subject only to the refund policy stated in this agreement and the school's separate Refund, Cancellation, Credit, and No-Dispute Policy.

3. Tuition and Fees

The parent/guardian agrees to pay all tuition, fees, deposits, curriculum costs, technology fees, materials fees, testing fees, tutoring fees, dual enrollment fees, enrichment fees, and any other charges associated with the selected program.

Tuition and fees may vary depending on the selected program, grade level, enrollment date, scholarship status, promotional offer, services selected, and payment plan.

All tuition and fees must be paid according to the payment schedule approved by Kuleana Preparatory Academy.

Failure to pay tuition or fees on time may result in late fees, suspension of services, suspension of curriculum access, removal from live classes, records holds where permitted, loss of payment plan privileges, withdrawal from the program, or collection action.

4. Quarterly Payment Agreement

Families who select a quarterly payment plan understand and agree that quarterly payments are a payment arrangement for the full academic year tuition.

By selecting quarterly payments, the parent/guardian agrees that the full year's tuition is owed and will be paid in full, even though payments are divided into quarterly installments.

Quarterly payments do not create a quarter-to-quarter enrollment option unless Kuleana Preparatory Academy specifically states so in writing.

Withdrawal, non-participation, lack of attendance, change in family circumstances, student refusal to participate, or transfer to another school does not automatically cancel the remaining tuition obligation for the academic year.

If a family withdraws after enrollment, any refund, credit, or remaining balance will be handled according to the school's refund policy.

5. Semester and Annual Payment Agreements

Families who select annual or semester tuition agree to pay the tuition amount associated with the enrollment period selected.

Annual tuition covers the full academic year. Semester tuition covers the applicable semester. Once the refund period has passed, tuition is generally non-refundable.

Families remain responsible for balances owed under the selected tuition plan regardless of participation, attendance, withdrawal, transfer, or non-use of school services, unless otherwise approved in writing by Kuleana Preparatory Academy.

6. Monthly Programs

Monthly programs are separate from full-year tuition programs unless otherwise stated in writing.

Monthly programs may include tutoring, homeschool support, enrichment, learning pods, live class access, virtual campus access, academic support, special programs, or other month-to-month services.

Families enrolled in a monthly program understand that monthly programs are billed month-to-month; there is no obligation to continue month-to-month after the paid monthly period ends; families may discontinue a monthly program before the next billing period by providing written notice according to school procedure; monthly program payments are non-refundable once the monthly period has started; no refund or proration is provided for missed sessions, non-participation, absences, technology issues on the family's side, schedule conflicts, or failure to use available services; and Kuleana Preparatory Academy may discontinue, modify, or decline renewal of a monthly program at the end of any monthly period.

Monthly programs do not guarantee future enrollment, future pricing, future availability, or continued placement unless confirmed in writing by Kuleana Preparatory Academy.

7. Application, Registration, and Administrative Fees

Application fees, registration fees, enrollment fees, onboarding fees, placement fees, administrative fees, and processing fees are non-refundable unless otherwise stated in writing.

These fees cover administrative review, enrollment processing, placement preparation, account setup, scheduling, records review, communication, and other school setup services.

8. Curriculum Licenses, Materials, and School Resources

Kuleana Preparatory Academy may activate curriculum licenses, assign digital platforms, create student accounts, purchase subscriptions, prepare academic materials, ship supplies, or provide learning resources after enrollment.

Once curriculum licenses, digital platforms, student accounts, testing systems, or materials are activated, assigned, shipped, opened, or made available to the student, those costs may be non-refundable and may be deducted from any eligible refund.

Families are responsible for returning any school-owned materials, books, devices, supplies, or property upon request. Failure to return school property may result in replacement charges, account holds, or other collection action.

9. Refund Policy

Kuleana Preparatory Academy provides a 30-calendar-day refund review period beginning on the student's enrollment date.

Refund requests must be submitted in writing within 30 calendar days of enrollment.

Approved refunds may be reduced by curriculum licenses used or activated; digital platforms assigned; materials, supplies, books, or technology sent; shipping and handling costs; administrative processing; testing or assessment costs; tutoring, classes, onboarding, academic planning, or services already provided; third-party vendor charges; and any unpaid account balance.

After 30 calendar days from enrollment, tuition and fees are generally non-refundable.

Monthly programs are non-refundable once the monthly service period has begun.

Refunds are not issued for non-participation, missed classes, failure to log in, failure to complete work, schedule conflicts, student refusal to participate, family dissatisfaction after services have been made available, or withdrawal after the refund period.

All refunds are governed by the school's separate Refund, Cancellation, Credit, and No-Dispute Policy, which is incorporated into this agreement by reference.

10. No-Dispute and Chargeback Agreement

The parent/guardian agrees to resolve all billing, refund, cancellation, withdrawal, or payment concerns directly with Kuleana Preparatory Academy before initiating any payment dispute, chargeback, reversal, fraud claim, or payment challenge with a bank, credit card company, payment processor, funding platform, or third-party provider.

The parent/guardian agrees not to file a chargeback or payment dispute for authorized charges, agreed tuition, curriculum costs, monthly program fees, materials, or services provided under this agreement.

If a chargeback or payment dispute is filed without first following the school's written resolution process, Kuleana Preparatory Academy may contest the dispute; provide enrollment records, invoices, communications, signed agreements, policy acknowledgments, curriculum access records, attendance records, service records, and payment history to the payment processor; suspend student access to curriculum, tutoring, classes, records processing, platforms, and services; place the account on financial hold; cancel payment plan privileges; require future payments by certified funds or approved payment method only; add chargeback, returned payment, administrative, or collection-related fees where permitted; and pursue collection of unpaid balances.

A chargeback does not cancel the enrollment agreement, tuition obligation, curriculum fees, materials charges, or any other amount owed.

11. Payment Plans and Late Payments

Payment plans are offered as a convenience and do not reduce the total tuition or fees owed.

Families must make payments according to the approved payment schedule.

Late payments, failed payments, returned payments, expired cards, insufficient funds, disputed charges, or blocked payments may result in late fees, returned payment fees, suspension of services, loss of access, account holds, or cancellation of payment plan privileges.

Kuleana Preparatory Academy may require the account to be brought current before the student may continue receiving services.

12. Scholarships, Discounts, and Promotional Offers

Scholarships, discounts, grants, sibling discounts, promotional offers, and tuition reductions are not cash equivalents and have no refundable cash value.

Scholarships or discounts may be adjusted, removed, prorated, or forfeited if the student withdraws, is dismissed, fails to participate, violates school policies, or becomes ineligible.

Promotional pricing applies only to the terms stated in writing and may not be transferred, combined, extended, or applied retroactively unless approved by Kuleana Preparatory Academy.

13. Academic Expectations

Students are expected to participate consistently, complete assigned coursework, attend required live sessions when applicable, communicate respectfully, follow teacher instructions, and make reasonable academic progress.

Families understand that student success depends on participation, attendance, completion of assignments, communication, and use of available school resources.

Kuleana Preparatory Academy may adjust coursework, pacing, curriculum, support services, or academic expectations based on student needs, program requirements, assessment results, staffing, or school discretion.

14. Attendance and Participation

Students are expected to attend scheduled classes, participate in assigned coursework, log in regularly, and complete schoolwork according to program expectations.

For online, virtual, hybrid, homeschool support, and flexible programs, attendance may include live class attendance, curriculum progress, completed assignments, teacher communication, assessments, tutoring participation, or other documented academic engagement.

Failure to participate may result in parent notification, academic intervention, loss of services, probation, withdrawal review, or dismissal.

Non-participation does not cancel tuition responsibility.

15. Testing and Academic Assessment

Students may be required to participate in diagnostic testing, benchmark testing, progress monitoring, curriculum-based assessments, placement testing, state-aligned assessments, MAP testing, i-Ready testing, or other school-approved academic evaluations.

Testing helps the school monitor progress, identify academic needs, guide instruction, support placement, and document student growth.

Failure to participate in required testing may affect placement, academic planning, report cards, transcripts, progress reports, continued enrollment, or eligibility for certain services.

16. Parent/Guardian Responsibilities

Parents/guardians agree to provide accurate enrollment information; submit required records and documents; keep contact information current; make payments on time; ensure the student participates in school; monitor student progress; communicate respectfully with staff; follow school policies and procedures; support attendance, testing, and coursework completion; provide appropriate supervision for online learning; notify the school of concerns in a timely manner; and use the school's communication and escalation process appropriately.

Parents/guardians are responsible for ensuring that students have appropriate technology, internet access, supervision, and a learning environment suitable for participation unless otherwise provided by the school in writing.

17. Student Conduct

Students are expected to behave respectfully, safely, and honestly in all school environments, including online classes, virtual campus spaces, chats, emails, assignments, tutoring sessions, clubs, and school-sponsored activities.

Students may not harass, bully, threaten, disrupt, cheat, plagiarize, misuse technology, impersonate others, record without permission, share inappropriate content, damage school property, or interfere with the learning environment.

Violations may result in warnings, parent conferences, removal from classes, suspension of services, probation, dismissal, or other disciplinary action.

18. Parent/Guardian Code of Conduct

Kuleana Preparatory Academy values respectful communication between families and school staff.

Parents/guardians agree to communicate professionally and respectfully. Abusive, threatening, harassing, excessive, hostile, defamatory, or disruptive communication may result in communication limits, required use of written

communication only, administrative review, removal from optional programs, or dismissal of the student from the school.

The school reserves the right to protect staff, students, contractors, and the school community from inappropriate conduct.

19. Technology and Virtual Learning

Students and families must use school technology, learning platforms, virtual campus spaces, email, curriculum systems, and communication tools appropriately.

Login credentials may not be shared with unauthorized individuals.

Students may not record classes, screenshot private communications, share student information, disrupt virtual spaces, access inappropriate content, or misuse school systems.

Kuleana Preparatory Academy may monitor school platforms, revoke access, change platforms, or limit technology privileges when necessary.

20. Program Offerings and Changes

Kuleana Preparatory Academy may offer online learning, virtual campus access, live classes, tutoring, homeschool support, enrichment, learning pods, dual enrollment, college and career pathways, test preparation, special education support, academic advising, clubs, electives, and other programs depending on availability.

Program offerings, schedules, staffing, curriculum, platforms, class times, electives, clubs, tutoring formats, and services may change due to enrollment, staffing, budget, student needs, vendor availability, school operations, or academic considerations.

A change in program format, staff assignment, class schedule, curriculum provider, or service delivery does not automatically entitle a family to a refund.

21. Dual Enrollment and Third-Party Programs

Dual enrollment, college courses, outside providers, enrichment vendors, curriculum partners, testing services, and third-party programs may have separate costs, eligibility rules, deadlines, refund policies, and participation requirements.

Families are responsible for any optional third-party costs selected or approved.

Kuleana Preparatory Academy is not responsible for third-party delays, denials, platform issues, eligibility decisions, course cancellations, vendor changes, or outside provider policies.

22. Student Records

Kuleana Preparatory Academy will maintain student records according to school policy and applicable requirements.

Families are responsible for providing accurate prior school records, transcripts, evaluations, IEP/504 documents, custody documents, health information when applicable, and any other documents needed for placement or support.

Records requests must be submitted according to school procedures.

The school may place accounts on administrative or financial hold where permitted if balances are unpaid, school property is not returned, or payment disputes are pending.

23. Withdrawal

To withdraw a student, the parent/guardian must submit written notice to Kuleana Preparatory Academy.

Stopping attendance, failing to log in, failing to complete assignments, or failing to communicate does not automatically withdraw the student and does not cancel financial obligations.

The withdrawal date will be determined by the school based on the written request, student participation, account status, and school records.

Families remain responsible for all tuition, fees, materials, curriculum costs, and balances owed according to this agreement and the refund policy.

24. Dismissal or Termination of Enrollment

Kuleana Preparatory Academy may dismiss, remove, or decline continued enrollment for reasons including, but not limited to: non-payment; failure to participate; academic non-compliance; unsafe behavior; student misconduct; parent/guardian misconduct; harassment, threats, or abuse; misuse of technology; dishonesty or falsified information; failure to follow school policies; excessive disruption; failure to return school property; or the program no longer being an appropriate fit.

Dismissal or termination due to policy violations does not automatically create refund eligibility.

25. Health, Safety, and Emergency Concerns

Kuleana Preparatory Academy may take reasonable action to protect student safety, staff safety, and the school community.

The school may require additional documentation, meetings, safety planning, temporary removal from live or in-person programming, or administrative review when health, safety, behavioral, emotional, or supervision concerns arise.

The school may modify or pause participation when necessary to protect the student or others.

26. Communication

Official school communication may occur through email, school platforms, phone, text, learning management systems, parent portals, or other approved methods.

Parents/guardians are responsible for checking school communications regularly and responding when needed.

Kuleana Preparatory Academy may establish communication boundaries, response times, and escalation procedures to support orderly school operations.

27. Media, Recordings, and Privacy

Students and parents may not record, photograph, screenshot, distribute, or publish classes, virtual campus spaces, meetings, staff communications, student images, student names, private school materials, or confidential information without written permission.

Kuleana Preparatory Academy may use student work, photos, videos, testimonials, or images only as permitted by the family's media release or applicable school policy.

28. Academic Integrity

Students must submit their own work unless collaboration is specifically allowed.

Cheating, plagiarism, unauthorized AI use, copying, falsifying work, impersonation, or misuse of academic tools may result in grade penalties, required resubmission, parent notification, academic probation, or disciplinary action.

29. Limitation of Guarantee

Kuleana Preparatory Academy provides educational services, curriculum access, instruction, support, and academic opportunities. The school does not guarantee specific grades, test scores, college admission, scholarship awards, promotion, graduation, NCAA eligibility, dual enrollment acceptance, or academic outcomes.

Student outcomes depend on participation, effort, attendance, completion of work, family support, academic readiness, and other factors.

30. Force Majeure

Kuleana Preparatory Academy is not liable for delays, interruptions, cancellations, or changes caused by circumstances beyond the school's reasonable control, including but not limited to natural disasters, illness, emergencies, power outages, internet outages, platform outages, vendor issues, staffing emergencies, government action, or other events outside school control.

The school may provide alternative services, rescheduling, modified programming, or online access when appropriate.

31. Policy Incorporation

The following policies are incorporated into this agreement by reference: School Handbook; Tuition and Fees Schedule; Academic Calendar; Refund, Cancellation, Credit, and No-Dispute Policy; Technology Use Policy; Attendance and Participation Policy; Parent and Student Code of Conduct; Testing and Academic Progress Policy; Withdrawal Policy; and any program-specific policies or addenda.

By signing this agreement, the parent/guardian agrees to follow all current school policies and any reasonable updates issued by Kuleana Preparatory Academy.

32. Updates to Policies

Kuleana Preparatory Academy may update policies, procedures, schedules, curriculum, program offerings, fees, or operational expectations when necessary.

Families will be notified of significant changes when appropriate.

Continued enrollment, participation, or use of school services after policy updates constitutes acceptance of the updated policies.

33. Entire Agreement

This agreement, together with incorporated school policies and any signed addenda, represents the full enrollment agreement between the family and Kuleana Preparatory Academy.

Verbal statements, informal messages, promotional materials, or prior discussions do not modify this agreement unless confirmed in writing by authorized school administration.

No staff member, teacher, tutor, contractor, or representative may waive tuition, alter refund terms, change payment obligations, or modify enrollment terms unless authorized in writing by Kuleana Preparatory Academy administration.

34. Parent/Guardian Certification

By signing below, I certify that I am the parent/legal guardian or authorized educational decision-maker for the student; the information provided during enrollment is accurate; I understand the tuition and fee obligations; I understand that quarterly payments are a payment plan for the full academic year and that the full year's tuition remains owed; I understand that monthly programs are month-to-month with no obligation to continue after each paid month; I understand that monthly program payments are non-refundable once the monthly service period begins; I understand the 30-day refund review policy; I agree not to initiate chargebacks or payment disputes without first following the school's written resolution process; I agree to follow all school policies, handbooks, rules, and procedures; and I understand that failure to comply with school policies may result in suspension, dismissal, financial holds, or loss of services.

35. Signatures

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Name: _____

Student Signature, if age appropriate: _____

Date: _____

School Representative: _____

Title: _____

Signature: _____

Date: _____

Optional Enrollment Selection Addendum

Program Selected: _____

Tuition Amount: _____

Payment Option Selected: _____

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- ☐ Annual Payment
- ☐ Semester Payments
- ☐ Quarterly Payments
- ☐ Monthly Program
- ☐ Scholarship/Discounted Tuition
- ☐ Other: _____

Quarterly Payment Acknowledgment, if applicable:

I understand that quarterly payments divide the full academic year tuition into installments. I understand that by selecting quarterly payments, I am agreeing that the full year's tuition will be paid in full, subject only to the school's written refund policy.

Parent/Guardian Initials: _____

Monthly Program Acknowledgment, if applicable:

I understand that monthly programs are month-to-month, do not create an obligation to continue after the paid month, and are non-refundable once the monthly service period begins.

Parent/Guardian Initials: _____

Mahalo for partnering with Kuleana Preparatory Academy.