

2024-2025 School Tuition Agreement

This agreement is between Chrysalis School, Inc. and the parents of _____

FISCAL RESPONSIBILITY

SCHOLARSHIP PAYMENTS

Parents will comply with all Department of Education and scholarship agency requirements that assure continuation of funding for the student and payment of tuition to the school. The parent will approve all tuition invoices presented to the scholarship agency by the school based on tuition stated in this agreement on or about September 1, November 1, February 1, and April 1 within two days have submission.

PARENT PAYMENTS

Parents are responsible for any balance of \$15,000 tuition over and above any portion paid by Department of Education scholarship which the student may have. Parents will make payments on the 1st of each month, and no later than the 15th of each month as detailed below. Payments can be made via PayPal invoice or direct deposit upon request. Credit card, debit, pay by check, or PayPal payments can be made via the link on your emailed invoice. If payment is not received prior the 15th, a \$20.00 late charge will be added, and an additional \$10 late fee will be added each day after the 16th. A second late bill will result in required direct debit of tuition payments. Tuition payment options follow. Please select either the Monthly or Annual option with your initials.

- _____ **Monthly Option** For returning students, a deposit of \$500 will be submitted with this agreement. This is a deposit and will be deducted from the balance due.
For new students, a \$250 one-time registration fee will be submitted with this agreement. This is a one-time fee, not a deposit.
For both new and returning students, the parent portion of tuition will be paid as follows:
- Ten payments on the 15th of the months of July through April for returning students.
 - Or nine payments on the 15th of the months of August through April for new students enrolling after August 1st, but before the first day of school.
 - Or equal monthly payments of prorated tuition for students starting after the first month of school.

- _____ **Annual Option** For returning students, a deposit of \$500 will be submitted with this agreement. This is a deposit and will be deducted from the balance due.
For new students, a \$250 one-time registration fee will be submitted with this agreement. This is a one-time fee, not a deposit.
For both new and returning students, the parent portion of tuition will be paid on or before May 15th of this year, less a 10% discount of the parent portion for choosing this option.

ANNUAL MATERIALS, ART SUPPLIES, PRODUCTION FEES, and DEEP CLEANING FEE

An annual fee of \$600 will be paid on or before June 15th. Fees will be prorated for students starting late, and will be paid at the time of registration.

PROPERTY DAMAGE

Parents will be sent a bill for damages to equipment or the building that have been incurred by your child. Prompt payment is expected so that replacement or repair can be accomplished without disruption to the other students.

BEFORE AND AFTERCARE

Before and aftercare or aftercare will be pre-paid on or before the 15th of the month during which service are rendered, at a rate of \$10 per hour, or \$15 per hour if not paid on or before the 15th of the month prior to services being rendered. These fees can be paid on the school store on our website. There, parents will find both the Monthly Prepaid \$10 and Daily \$15 option. If a child is not dismissed at the designated class dismissal time, he will be sent to aftercare and the charge will be billed to your account at the \$15 rate. Please note that there is a \$5.00

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charge for every 5-minutes for dismissal past our 5:30 closing time. This fee will be used to pay the aftercare teacher who was inconvenienced by late dismissal. We understand that late dismissal may result from events that are beyond your control, however our aftercare team must be paid for their time, therefore there are no exceptions to this policy. It should be understood that aftercare providers have families and commitments that require they leave promptly at 5:30. Please do everything in your power to pick up your child promptly by 5:30.

WITHDRAWAL OF STUDENTS

Should the parent wish to withdraw the student from the school roster prior to the July 1st first payment date, the tuition deposit will be forfeited. Should the parent wish to remove the student from the school roster after July 15th but before the first day of school, the July 1st payment will be forfeited. Should the parent elect to remove the child from the school once the school year has started, a thirty-days notice will be given to the school administrator in writing via email at carmen@chrysaliscenterforchange.com. Tuition will be due during the notice period, whether or not the student remains in attendance during this period. No further tuition will be due after the notice period, notwithstanding Department of Education tuition payments for attendance of ten days or more in any payment period, which are not refundable. Refunds for pre-paid full tuition which received a 10% discount, will be based on a charge of full tuition up to and not beyond thirty days after the parent notifies the school of the student's withdrawal. The refund will be calculated, excluding the pre-payment discount. Tuition deposits, registration fees, and materials fees are not refundable.

NATIONAL EMERGENCY EXCEPTIONS

Please note that there may be disruptions to normal policy and routine due to the Sars CoV virus or other national emergencies.

ADVANCE FEES

This agreement will take effect upon receipt of the \$500 tuition deposit for returning students, or the \$250 registration fee for new students. Advance fees reserve placement and are not refundable.

Print Parent Name

Parent Signature

Date