



THIS IS A LEGALLY BINDING DOCUMENT; PLEASE READ IT CAREFULLY.

\*ALL LEGAL PARENT/GUARDIAN(S) ARE REQUIRED TO SIGN BELOW.

Student Name: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

In consideration of enrollment of the above named student at Mālamalama Waldorf School (MWS), I/We the Undersigned, jointly and separately, agree to all of the terms and conditions outlined in the Enrollment Contract. I/We agree to pay the tuition and fees as outlined below. I/We further agree to abide by the Terms and Conditions as set forth in this contract.

Parent/Guardian Signature _____	Date _____	Parent/Guardian Signature _____	Date _____
Print Name _____		Print Name _____	
Mailing Address _____		Mailing Address _____	
City _____ State _____ Zip code _____		City _____ State _____ Zip code _____	
Primary Telephone _____		Primary Telephone _____	
Email address _____		Email address _____	

**KINDERHALE FAMILIES**

**✓ SELECT APPROPRIATE ENROLLMENT SCHEDULE FOR Kinderhale:**

**ENROLLMENT FEE AND TUITION DUE UPON ENROLLMENT ARE NON-REFUNDABLE AT ANY TIME**

Enrollment Fee: \$400 (non-refundable, due with contract)			
Refundable Tuition Deposit: \$400 (due with contract, new families)			
Work Service Fee: \$40 per Parent/Guardian August - May (see Item I in Terms & Conditions)			
Grade:	Program:	Tuition Rate:	Donation:
<input type="checkbox"/> 5 days/week	M- Th 7:30am - 8:00am to 2:15pm F - 7:30am - 8:00am to 12:15pm	\$782/month	\$44/month or Other Amount \$ _____/mon. yr. (circle one)
<input type="checkbox"/> 3 days/week	M, W - 7:30am - 8:00am to 2:15pm F - 7:30am - 8:00am to 12:15pm	\$598/month	\$33/month or Other Amount \$ _____/mon. yr. (circle one)
<input type="checkbox"/> 2 days/week	Tu, Th - 7:30am - 8:00am to 2:15pm	\$489/month	\$27/month or Other Amount \$ _____/mon. yr. (circle one)
<input type="checkbox"/> 5-day EDP	4-6 yr olds M-F 7:30 - 8:00am to 5:00pm	\$909/month	\$52/month or Other Amount \$ _____/mon. yr. (circle one)
<b>Donation:</b> Our tuition and fees do not cover the full cost of operating our school. To ensure tuition is kept low and to help our school grow, we rely on grants, scholarships and donations to maintain viability. Please check a donation amount and payment plan that works for you. Your tax-deductible selection will be applied to your FACTS account.			

**✓ SELECT A KINDERHALE PAYMENT PLAN - Tuition will be paid by one of three payment plans below:**

- ANNUAL PLAN** – Tuition due in full by **Aug. 5, 2021**. Please contact the school office for further information.
- SEMESTER PLAN** – Two payments due **Aug. 5, 2021** and **December 5, 2021**.
- \*MONTHLY PLAN (FALL-SPRING ENROLLMENT)** - For Fall-Spring students, payments are from **August 5, 2021** through **June 5, 2022**.

\*A prorated daily amount will be charged for the months of August 2021 and June 2022. All payments will be automatically deducted from checking, savings or credit card on the 5<sup>th</sup> of the month.

**NOTE: ALL PAYMENT PLANS REQUIRE ENROLLMENT WITH FACTS TUITION MANAGEMENT COMPANY, link:**

<https://online.factsmgt.com/Signin/4bp2f>.

**FACTS charges a \$48 annual fee for monthly plans and a \$10 annual fee for semester plans for their service. There is no cost for annual (lump sum) plans.** A \$5 convenience fee may be charged for all changes made to your FACTS agreement by MWS. Returning families (except those enrolling in FACTS with a credit card) will be re-enrolled in FACTS automatically.

## ALL FAMILIES: Discounts & Subsidies

✓ Please note any subsidies and discounts applied for or being received:

- I am not receiving or applying for a childcare subsidy or tuition discount.
- I am receiving the following childcare subsidy and will provide proof of the approved subsidy amount to the MWS Business Office Manager. I understand that in the event of loss/reduction of said child care subsidy I am responsible for all tuition and fees due to Mālamalama Waldorf School in accordance with the Terms and Conditions of this contract:

\_\_\_ **PKS** \_\_\_ **Childcare Connections** \_\_\_ **Preschool Open Doors** \_\_\_ **First-to-Work**

- I am receiving or applying for the following school funded tuition adjustment(s). Select all that apply:

\_\_\_ **Sibling discount** \_\_\_ **Tuition** \_\_\_ **HPP Scholarship** \_\_\_ **Other discount**

## TERMS AND CONDITIONS

### **A. Kinderhale WITHDRAWAL POLICY (A Student Withdrawal Form is required. Please submit 30 days prior to withdrawal date.)**

If a student leaves Mālamalama Waldorf School **for any reason after an Enrollment Contract has been signed**, including but not limited to illness, withdrawal or dismissal, the undersigned party is responsible for tuition determined as follows:

- **Students are not officially withdrawn until a withdrawal form is received in the office.** Families are required to submit a withdrawal form 30 days prior to withdrawal date. If the withdrawal form is received less than 30 days prior to the desired withdrawal date, the family will be responsible for tuition payments for the full 30 days from the date the form was received in the office.
- If the desired end date is on or before the 15<sup>th</sup> of the following month the family is financially obligated to pay the prorated daily amount.
- If the desired end date is after the 15<sup>th</sup> of the following month the family is financially obligated to pay the full following months tuition.
- Family is financially obligated to pay tuition for any portion of the month that the student is in attendance.
- If the school asks that the child be dismissed, the family is obligated to pay tuition for the full month of the dismissal date.
- Once a child has withdrawn from the school and would like to re-enroll, the family will be required to pay any unpaid previous balances.

\_\_\_\_ (initial here) **I have read and understand the withdrawal policy of Malamalama Waldorf School**

- B. Sibling Discounts:** Discounts are 10% off the first additional full-time siblings & a 20% discount for any other full-time siblings.
- C. 30-Day Policy and Late Payment Fee:** Payments are due by the 1st business day of each month. Accounts are considered past due on the last business day of the month. **A \$25 late payment fee will be assessed each month once an account is 30 days past due and this charge will be added to FACTS.**
- D. 60-Day Policy:** If an account becomes more than 60 days past due above student will be asked not to return back to school until the tuition account is brought up to date.
- E. Third Party Collection:** **Accounts that are delinquent for more than 90 days may be sent to third party collections agency.** In the event that an account is referred to third party collection, the Undersigned agrees to pay agency and/or attorney's fees incurred in the collection of the amount owed to MWS.
- F. Credit Card/Returned Payment:** 2.85% per transaction will be charged for all credit card transactions made through the office. A \$25 fee will be charged by MWS for any check, draft, FACTS automatic payment, etc. that is returned unpaid for any reason. In the event of multiple checks being returned, you may be required to make payments via cash, money order, or cashier's check for the remainder of the school year.
- G. Enrollment Fee:** A **non-refundable** Enrollment Fee is due annually upon enrollment. This fee is not prorated, regardless of enrollment date.
- H. Refundable Tuition Deposit:** Tuition deposit is a one-time fee charged to NEW KH families upon enrollment. **It is refundable 30 days after the withdrawal form is submitted** and the account is left with a zero balance. The deposit can be applied to the tuition when the child enters the 1st grade.
- I. Work Service Fee:** Each Parent/Guardian is required to complete 20 work service hours per school year. Mid year enrollees service hours will be prorated. A fee of \$40 per Parent/Guardian will be due each month August through May. Work Service Fee will either be refunded at the end of the school year or applied to the following school year for those who have completed their required hours and with their account in good standing. Work Service Fee will not be refunded for hours not completed.

- J. **Tuition Adjustment (for Kindergarten students only):** Completed applications including FACTS Grant & Aid Assessment determination are due on or before April 16, 2021 for priority consideration. All applications received after April 16, 2021 will not be considered before the beginning of the 2021/22 school year. For New Families: The deadline for submission of Tuition Adjustment Applications is August 22, 2021. Any application received after the deadline will be reviewed on a case-by-case basis to determine eligibility and availability of funds.
- K. **Handbook:** Families are expected to review the Student/Parent Handbook, and understand and agree to follow the policies set forth.
- L. **Age Requirements:** Kinderhale students must be 3 years of age and able to use the bathroom independently by August 1st of the school year for which they are applying. Grade 1 students must be 6 years of age by June 1st of the school year for which they are applying. Meeting this age requirement does not guarantee placement in Grade one.
- M. **Probation Period and Dismissal:** The faculty reserves the right to enroll students for a probationary period. The faculty reserves the right to dismiss or require the withdrawal of any student at any time, as outlined in the Student/Parent Handbook, including but not limited to the behavior or conduct determined to be contrary to the rules of the class and the school. All fees and tuition apply in accordance with this contract.
- N. **Attendance:** I/we will make every effort to have this child at school on time for all regular instruction days and school performances and events. Absence of 17 days or more within the school year may affect promotion to the next grade. I understand it is my/our responsibility to coordinate with the teacher for work missed and that the teacher may suggest outside tutoring in order for this student to make up the work. I also understand I/we may be asked to sign an acknowledgement that this student has not received the full curriculum for the grade due to excessive absences. Excessive unexcused absences may be reported to family court as required by law.
- O. **Health Forms and Records:** I/we agree to supply any health forms and records required by the school or any local, state, or federal authority. I/we understand that information in this child's student file will be treated as confidential and only released with my/our written permission or as required by law.
- P. **Illness or Injury:** If this child exhibits signs of illness or injury I/we will not send him/her to school. If illness or injury occurs while this child is at school and the school staff is unable to contact me, or one of the individuals listed as emergency contact, this child may be taken to the nearest medical facility and be given any examination/treatment that is deemed necessary by the personnel of the medical facility.
- Q. **Replacement Costs:** I/we will be charged for the replacement costs of any text or library books, instruments, or equipment that are not returned. Further, I/we will be responsible for any expenses incurred from damage to school property by this child.
- R. **Change of Status or Plan:** A Change of Status Form must be submitted to the office for any change in enrollment status or payment plans. All parents wishing to change the status of enrollment (including changes to aftercare, part-time, full-time, etc.) must give a 30 day notice. Any changes to the FACTS payment plan must be requested at least 5 business days prior to the requested date of change. MWS may assess a \$5 service fee for each change in plan request including change in payment date, holding payments, change in bank account, terminating the agreement, etc.
- S. **Pick Up Policy:** Students on campus after 2:30pm will be checked into aftercare and charged \$15/day. If your child is not officially enrolled in the Kinderhale 5-Day Extended Program, you will be contacted to pick up your child as soon as possible (there are a limited number of available spaces in the program). All students in attendance after 5:00pm will be charged \$1/minute. These charges will be added to your FACTS charges monthly.
- T. **Force Majeure:** I agree that the duties and obligations of the School under this Agreement may be modified or suspended immediately and without notice because of force majeure causes beyond the School's reasonable control and occurring without its fault or negligence including, but not limited to, acts of nature, fire, wars, governmental action, terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, I acknowledge and agree that my obligations under this Agreement, including the tuition obligations outlined in this Agreement, shall continue and the School's duties and obligations under this Agreement may be modified, suspended, or postponed until such time as the School, in its sole discretion, may safely resume operations. I acknowledge and agree that the sole remedy for a force majeure event is future service delivery and not a tuition refund.

- \_\_\_\_\_ (initial here) **1) I have read and understand this contract;**  
**2) assumes financial responsibility for the above named student;**  
**3) agrees to be bound by the Terms and Conditions as described above.**

**\*All signers of this document automatically become members of the Parent Hui 'Ohana/PTA and are expected to participate.**

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**Office Use Only:**

**Enrollment Fee Paid:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_ **Student Start Date:** \_\_\_\_\_

**This Enrollment Contract is accepted on behalf of Mālamalama Waldorf School:**

**Staff Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_