



Since 1983

SWAN SCHOOL

Creative Independent Education

2019-2020 ENROLLMENT CONTRACT

Student's Name: _____

Parent/Guardian Name(s): _____

Preschool Families:

- Swan School offers a 3-, 4-, or 5-day preschool program.
- Please indicate which (note: consecutive) days your child will be attending.
- Number of days may be modified later in the school year, with consent of the teacher.

M	T	W	Th	F

The following conditions apply to *newly-accepted families* only:

1. At the time of enrollment, a non-refundable enrollment fee of \$200 is required to hold your child's seat.
2. We provide a trial period of six weeks during which time the parents and/or school may request that the student be withdrawn. Prepaid tuition will be reimbursed.

The following conditions apply to *ALL families*:

1. If you have chosen the monthly installment plan (Aug-July), tuition is due and payable on the first day of each month. A late charge of \$25.00 may be applied to any unpaid balance remaining after the 10th of each month.
2. No credits, refunds, or breaks in tuition will be made for absences such as vacation, illness, weather-related program closure, intersessions, etc.
3. All requests for release from this contract must be presented in writing to the Head of School for consideration. Swan School will adhere to the refund policy outlined above and no exceptions will be made to this policy outside of extraordinary circumstances (i.e., death in family, medical necessity of child).
4. If you have prepaid tuition for the full year and are withdrawing your child before the end of the school year, tuition will be reimbursed on a pro-rated basis as approved by Head of School.

I (we) agree to fulfill all financial obligations of this contract as explained above.

Signature of Parent/Guardian: _____ Date _____