

FINANCIAL POLICIES

ENROLLMENT POLICY

The Tuition Agreement is a legally binding contract between the school and the family for registering at AGBU Manoogian-Demirdjian School ("AGBU MDS"). The Office of the Registrar must be notified in writing no later than June 28, 2019 for cancellation of the tuition agreement. Any tuition fees paid as of the date of cancellation shall be forfeited. The enrollment fees are non-refundable and non-transferable. AGBU MDS does not discriminate in the administration of student enrollment policies because of race, color, religion, national origin, sex, or age in violation of state and federal laws or regulations.

TUITION PAYMENT OPTIONS

There are three tuition payment plans available: ten-month payment plan due on the 1st of each month from August to May; a semester payment plan with 50% due in August and remainder due in January; or full annual payment due in August. Monthly billing statements will be sent via email ten days prior to your due date of each month throughout the academic year.

PAYMENT METHODS

AGBU MDS will partner with Smart Tuition for the processing and collection of tuition and fees. Smart Tuition accepts the following payment methods: by mail, automatic debit, credit card (VISA, MasterCard, Discover, and AMEX), phone, web, mobile photo check, and mobile credit card. AGBU MDS will continue to accept in person cash and check payments only.

LATE PAYMENT POLICY

Smart Tuition will contact the primary account holder by telephone and e-mail if a payment is not received in full by the due date. If payment is not received within 10 days of the due date a \$40 service fee will be assessed to your account per occurrence of delinquency by Smart Tuition. If the account remains past due by the 20th, day of the due date parent will receive a Notice for Removal of Student. Should tuition become 30 days delinquent, student will be suspended from school without further notice and the entire balance of unpaid tuition plus one month's tuition will immediately become due and payable.

ADDITIONAL CHARGES

A 2.85% convenience fee will be assessed for all credit/debit card transactions with Smart Tuition. A \$30.00 fee will be charged to the account per insufficient funds or closed account occurrences of paper check or automatic debit payments.

STUDENT WITHDRAWAL/TERMINATION POLICY

The family understands and agrees that they will continue to be liable to pay the remaining annual tuition balance irrespective of student absences or decision to withdraw. The administration may consider an appeal for an exception to the policy provided the withdrawal meets at least one of the qualifying circumstances* of eligibility.

**physical and/or mental illness, serious illness, disability or death of immediate family member, job relocation, academic probation, and preschool toileting requirement, or administrative terminations (see below).*

ADMINISTRATIVE TERMINATION

The administration of AGBU MDS may terminate the enrollment of any child for, but not limited to, the following reasons:

- Payment is repeatedly delinquent.
- The student consistently hurts himself/herself, teachers, or other students.
- The student is extremely unhappy and unable to participate and adjust to the program.
- The enrollment of a student having a physical, emotional, learning, or psychological disorder(s) that are beyond the capabilities and/or expertise of the teaching staff.
- Parent behavior is disruptive or abusive to any staff member or student in the group or on AGBU MDS campus.
- Parent fails to cooperate with staff, policies, and/or procedures of AGBU MDS.
- Immunizations and/or required paperwork are not current, incomplete, or missing.
- Parent refuses to sign the AGBU Student Handbook Agreement Form.
- The first 90 days for new students is considered a trial period, during which and at the conclusion of, students meet with the Vice Principal of their division to discuss questions or concerns. At the end of this 90-day period, the student is considered fully enrolled.

Executed in Canoga Park, California on _____ (date).

Father (or person assuming legal responsibility)

Mother (or person assuming legal responsibility)

AGBU Manoogian-Demirdjian School accepts this agreement and is reserving a place for the registered child(ren).

Principal, AGBU Manoogian-Demirdjian School