



Spring Street International School

New Family Enrollment Application and Agreement 2011 - 2012 School Term

This contract with the parent or guardian of _____
Last name First name

is for his/her enrollment as a student in grade ____ for the 2011-2012 Spring Street International School term.

Tuition Information for the 2011 - 2012 Academic Term

- Tuition is \$11,650 for the 2011 - 2012 school term.
- Deposit of \$500 required by June 1, 2011 to confirm enrollment in 2011 / 2012 school term.

Incentives

If tuition payment is made in full by July 1, 2011, tuition is **reduced to \$11,350. Discounts apply only to full payment plans!** Full payments are made directly to Spring Street International School and do not require the use of scheduled payment plans.

Planned Payments

Tuition Management Systems (TMS) handles billing for the school. Families receive bills directly from TMS, and pay TMS directly by check, cash or credit card. *Note: a 3% service fee will be assessed if you pay any SSIS or TMS bill with a credit card. All families wishing to make periodic payments must enroll in a plan with Tuition Management Systems (TMS).* For families enrolling in TMS, the payment schedule is as follows:

Choose one, (X) if not paying in full in advance.

Monthly: (10) _____ Payment 1 on July 15, 2011 and on the 15th of every month through April 15th.

Monthly: (8) _____ Payment 1 on Sept. 15, 2011 and on the 15th of every month through April 15th.

Quarterly:(4) _____ Payment 1 due on July 15, 2011 and on the 15th of October, January, April.

Semester: (2) _____ Payment 1 due on August 15, 2011 and payment 2 on January 15, 2012.

Amount Due for school term 2011 / 2012: _____

Completing the Application

Please read this contract carefully and contact the school if you have any questions at all.

All families must complete this contract by July 1, 2011 to be eligible to receive the incentive reduction in tuition for full payment in advance.

The Spring Street International School admits students of any race, color, religion, sexual preference or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sexual preference or national or ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs, as well as all areas of personnel/employee concerns.

If you are planning on paying your balance in full by July 1, 2011 and you do not wish to apply for financial aid, simply return this form and your deposit. You will not receive any further invoices for the 2011 -2012 school year, excepting book, activity or miscellaneous fees.

Tuition Management Systems (TMS)

If you wish to pay for your tuition on a monthly, quarterly, or semester plan, you must complete a Tuition Management Services (TMS) enrollment form and return it to SSIS by July 1, 2011. Please note that TMS requires a handling fee (see form for details), which varies depending on the plan you choose and TMS will bill you upon enrollment. Late fees will be charged by TMS for late payments at a rate of \$40/incident. A \$30 fee will be assessed for checks returned for insufficient funds.

Fees

Fees for books, activities and special trips are NOT included in the tuition fees. Families will be responsible for acquiring and paying for all books. If used books are available we offer them in a summer book fair – please see office for details. All books used by SSIS for all grades and all courses will be listed on the SSIS web site and provided via e-mail on SSISLINK. Budgetary estimates for fees are \$300/school year for books and \$500/ school year for activities. Book and activity fees will be charged as accrued by the school and all families are responsible for prompt payment within 30 days. Balances carried beyond thirty days will be assessed late charges of 2%, unless special payment arrangements have been made with the school business office. No cash refunds will be offered.

Experiential education trips, such as Asia, Latin America and any special domestic travel, are planned by an assigned trip leader and will be billed as planned per family. Monies must be received by advance deadlines to ensure student participation on the trips. All outstanding financial balances must be current for students to be approved for extensive travel.

Financial Aid

Are you applying for **financial aid**? YES NO

If YES, you can apply online to School and Student Service for Financial Aid (SSS) at www.sss.nais.org. You may file online for a fee of \$35 or in hard copy form for \$47. Just go to: www.sss.nais.org/parent. Click on the green tab that goes to the Parent Application Page. You create an account that serves as your online application. Alternatively, you can obtain a financial aid form in our admissions office. **All applications, whether on line or in print, must be returned to SSS (not the school) no later than June 1, 2011.** If you need assistance, please call the SSS helpline at 1-800-344-8328. Priority is given to existing families for scholarship assistance but forms must be entered in a timely manner or scholarship funds may not be available. SSIS uses the School and Student Service (SSS) for financial aid analysis to ensure an objective review of each application. **Please note: SSS does not offer our school actual funding. It is merely an analysis service to objectively determine level of need.**

Once forms are completed, please make a personal appointment with our Director of Admissions / Development, Jerry Riley. All financial aid requests are reviewed in personal, confidential interviews and reviewed on a case by case basis. Scholarships are available to families in need of assistance.

Retention and Enrollment Renewal

- a. The school cannot guarantee a place unless an enrollment deposit of \$500 is returned to the school by June 1, 2011. Full payment plans must be paid in full by July 1, 2011 to qualify for the tuition discount.
- b. The student's right to attend classes is dependent on completing scheduled payments as contracted. All families' financial obligations must be kept current or students will be denied enrollment for the start of each semester (Sept and Jan.)
- c. Students are enrolled for the entire academic term. In accepting a student for enrollment, the school makes financial commitments and assumes expenses that are not reduced by the student's decision not to attend and/or withdrawal during the school term. The undersigned hereby acknowledges that Spring Street International School is relying upon the payment of tuition to

meet its budgetary requirements. In the event of withdrawal or dismissal, tuition obligation remains in accordance with the cancellation policy set forth below.

Dismissal

- a. The school reserves the right to dismiss any student whom, in the judgment of the administration, has not consistently demonstrated a commitment to learning and a willingness to behave in accordance with the school's academic and behavioral standards.
- b. Without terminating the obligation of the undersigned to pay tuition, Spring Street International School can refuse to allow students to attend or continue to attend school in the event that the undersigned fails to comply with the tuition payment obligations as set forth in this agreement.
- c. This enrollment contract is for the 2011 -2012 school term only and the offering of enrollment for any subsequent school year is at the discretion of Spring Street International School.

Overdue Accounts

- a. Transcripts of a student's work or credits will not be sent to another school or college unless all payments and other financial commitments have been met.
- b. *Students may not begin classes unless SSIS and parent/guardian sign this agreement and tuition fees are either paid in full or enrollment in a TMS payment plan is verified.*
- c. The parties to this agreement agree that any litigation to enforce any term or provision of this agreement shall be heard by the Superior Court of San Juan County, Washington and the parties agree that in such litigation, the prevailing party shall be entitled to an award of costs and fees.

Cancellation and Refund Policy

Spring Street International School makes financial commitments in reliance on signed agreements and the final count of student enrollments. In the event of cancellation after paying a deposit, or withdrawal after enrolling, the following liquidated damages will apply:

Cancellation through August 15	Loss of deposit (\$500 only)
Cancellation August 15 – start of term	Loss of deposit (\$500) plus \$500 flat fee or \$1,000.
Withdrawal after school begins	Loss of deposit plus full balance of tuition for any semester (1/2 year tuition) and all book fees. One exception is for 12 th grade students, whose tuition obligation is for a full year due to special 12 th grade placement services provided.

Service Commitment

SSIS requires a commitment from each of our students' families of 25 hours of service to the school. This commitment can be met in many ways: chaperoning field trips, working in the office, helping maintain the campus facilities, etc. Through this support we are able to focus our revenues on the educational program rather than operating costs. Families who are unable to meet this commitment will be billed at the end of the school term at the rate of \$15 per hour for each hour not committed.

Statement of Parental Support

We assume parental support of our philosophy of education and its expression in day-to-day school and classroom programs. The education of your child is a joint venture of family and school. Your support of our policies and decisions and your willingness to communicate with us directly whenever concerns or questions arise are of utmost importance. This crucial partnership must be based on trust and mutual respect. The underlying foundation of the teacher/student relationship is also based on trust and respect.

At Spring Street International School we expect our students to show respect, courtesy, kindness, and consideration towards others. We expect our parents, faculty and staff to model the same high standards of respectful, professional behavior in their communications with others at the school. Our school encourages

proper communication and will steadfastly attempt to address all concerns shared with staff or faculty. However, parents and guardians must bear in mind that we will not tolerate insults or abusive behavior or any conspicuously uncooperative or destructive attitude toward any teacher or staff member. Abusive behavior may lead to the cancellation of a family's contract through non-renewal or involuntary withdrawal.

Key Deadlines Calendar

- \$500 deposit for Enrollment – June 1, 2011
- Financial Aid application deadline – June 1, 2011
- Pre-Paid in full deadline for tuition discount – July 1, 2011
- TMS forms completed and returned to SSIS – July 1, 2011
- Signed contract for 2011/2012 school term – July 1, 2011

If not paying in advance, planned payments must be in place and TMS enrollment complete for a student to start classes.

I agree to the above terms and conditions, and to the payment schedule, amount and cancellation policy described above.

BILLING NAME _____ PHONE _____

BILLING ADDRESS _____ CITY _____ STATE _____ ZIP _____

Signed _____ Date _____

Parent or Guardian

Signed _____ Date _____

Parent or Guardian

SPRING STREET INTERNATIONAL SCHOOL

ACCEPTANCE _____ Date _____

Director of Business/ Admissions / Development