



YOUR ENROLLMENT CONTRACT WILL NOT BE ACCEPTED UNLESS THIS FORM IS COMPLETED AND SIGNED.

SECTION A: ENROLLMENT

I hereby accept the place offered my child, _____, in the Two Year Old program.

ENROLLMENT FEE: The enrollment fee of \$295 is required at time of registration to secure your child’s place. **THIS ENROLLMENT FEE IS NON-REFUNDABLE.**

Enrollment Fee: **Due Upon Enrollment: \$ 295 Total Enrollment Fee**

SECTION B: SCHEDULE OPTIONS: Please look over and circle the schedule option that best fits your needs.

Schedule Options	5 DAYS	3 DAYS (M, W, & F)	2 DAYS (T & TH)
Full Day 7:00am – 6:00pm	\$935.00/month	\$835.00/month	\$785.00/month
Extended Day Open – 3:00pm	\$865.00/month	\$765.00/month	\$715.00/month
Half Day Open – 12:30pm	\$805.00/month	\$705.00/month	\$655.00/month

Discount: Please check if discount applies.

_____ 10% Sibling/Corporate Discount

***Corporate Discount Applies to – *City of HB Employees, OC and LA County Employees**

SECTION C: TERMS OF TUITION COMMITMENT

I understand I am paying to reserve a class space. There will be no refund of fees for withdrawal or reduction of fees for absence or dismissal. I understand that continued enrollment at Carden Conservatory, Inc. depends upon my keeping current with tuition payments. I understand all fees must be paid by the 5th of each month. If payment is late, I understand I will need to add a \$25.00 late fee to my check. The fee for returned checks is \$15.00 and non-payment of tuition will result in forfeiture of enrollment status for my child. Carden Conservatory, Inc. reserves the right to discontinue all lunches and afterschool programs in the event of 30 days or more of non-payment.

I also understand that Carden Conservatory, Inc. has high conduct expectations regarding both its students and, by example, of its parents, and that I will abide by the policies of the school. The school reserves the right to terminate any student based upon non-compliance of school policies by the student or the parents. The determination of whether a student or parent has complied with school policy shall be made in the school’s sole discretion. If my child needs to withdraw during the year, I will give 30 days’ withdrawal notice and will be required to pay a withdrawal fee equivalent for those 30 days’ tuition, without any prorated refund given. When a student terminates his/her attendance, all unpaid tuition, fees and other school charges become immediately due and payable before the student’s record shall be forwarded to the new school. I understand that I may prorate two full weeks of vacation every 12 months. Two weeks of vacation time may be prorated during the year, upon receipt of at least a two-week notification. A vacation will be defined as a minimum of one week’s leave. Otherwise it will be considered an absence and the full month’s payment will need to be retained by the school to cover expenses. I have enclosed the required enrollment fee to reserve a space for my child. If my child withdraws before he/she begins school, the enrollment fee is still nonrefundable.

_____ (Initial) I have read and agree to the above statements.

CONDITIONS OF NON-PAYMENT:

Non-payment of tuition constitutes a serious breach in parent's/guardian's obligation to the school. As such, if there exists a non-payment of tuition under the payment option selected above, the school may take the following actions, unless an acceptable alternative arrangement has been approved in writing by the school. Until the financial obligation to Carden Conservatory, Inc. has been satisfactorily met, the school, at its option, may enforce the following actions:

- a. Delinquency in tuition constitutes cause for withdrawal of the student at the school's discretion.
- b. Readmission may not be permitted until student's tuition account is brought current.

The school shall have the right to legal action for the non-payment of tuition and parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees. Should you withdraw your child or take a vacation or break longer than one month from the Preschool Program, an enrollment fee will be due upon your child's return.

Parents will abide by all the policies of the school as reflected in the Admission Agreement as it is updated and amended over time.

____ (Initial) I have read and agree to the above Conditions of Non-Payment, and I understand that my enrollment fee is non-refundable. I also agree to abide by all school policies, as stated above and in the Tuition Commitment.

WE HAVE READ AND AGREE TO COMPLY WITH THE INFORMATION AND TERMS STATED IN THIS AGREEMENT

FATHER'S/GUARDIAN'S SIGNATURE

DATE

MOTHER'S/GUARDIAN'S SIGNATURE

DATE

Automatic Credit Card Monthly Payment Option- will be processed on the 5th of each month

I give permission for Carden Conservatory, Inc. to automatically deduct from my

- Visa
- MasterCard
- American Express

Card # _____ Exp. Date _____ CCV#: _____

Billing Address: _____

- For
- Enrollment in the amount of \$ _____
 - Monthly tuition in the amount of \$ _____
 - Other charges (Lunches, Clothing, etc.)

Authorized Signature _____ Date _____

