



Five Oaks Academy  
A Montessori School

**Five Oaks Academy, Inc.  
Academic Year 2012-2013  
Letter of Intent and Tuition & Enrollment Agreement**

I wish to enroll my child, \_\_\_\_\_, in Five Oaks Academy, Inc.

A Letter of Intent, \$300 Registration Fee (**non-refundable**), and \$500 Tuition Deposit (**see refundable schedule below**) are required to reserve a place for your child for the academic year 2012-2013. In order to reserve your place, please return the above-mentioned items to the school office. The Materials Fee is due **August 1, 2012**.

**Check program that applies:**

✓	Program	Time	Age/Grade	Tuition	Materials Fee
	2 Day Toddler Program	8:30am - 11:30am	2-3 years old	\$1,800	\$70
	3 Day Toddler Program	8:30am - 11:30am	2-3 years old	\$2,650	\$105
	5 Day Toddler Program	8:30am - 11:30am	2-3 years old	\$4,350	\$175
	Half-Day Primary Program	8:30am - 11:45am	3-4 years old	\$5,990	\$250
	Full-Day Primary Program	8:30am - 2:45pm	5 years old / Kindergarten	\$7,595	\$250
	Lower Elementary Program	8:30am - 3:00pm	6-9 years old / 1 <sup>st</sup> - 3 <sup>rd</sup> grade	\$8,335	\$300
	Upper Elementary Program	8:30am - 3:00pm	9-12 years old / 4 <sup>th</sup> - 6 <sup>th</sup> grade	\$8,335	\$300
	Middle School Program	8:30am - 3:15pm	12-13 years old / 7 <sup>th</sup> - 8 <sup>th</sup> grade	\$9,800	\$575

Tuition for Toddler students includes: Books, Music lessons, Art lessons, Physical Education Enrichment Program, Parent Lecture Series, and daily snacks. Tuition for Primary, Elementary, and Middle School Programs includes: Books, Foreign Language instruction, Music lessons, Art History and Art lessons, Physical Education Enrichment Program, Parent Lecture Series, and daily snacks.

I understand that:

- All tuition payments are due the 1<sup>st</sup> of the month beginning August 1, 2012.
- The \$300 registration fee is non-refundable and the tuition deposit of \$500 has a refund schedule (listed on the Enrollment Agreement).
- Both the registration fee and the tuition deposit must be paid upon enrollment.
- If tuition is not received by the 10<sup>th</sup> of each month a late fee of \$25 will be applied.
- **Tuition and any late charges are due by the 20<sup>th</sup> of each month in order for a child to continue attending Five Oaks Academy.**
- All monthly tuition payments must be paid through ACH draft. Accounting must have a current Debit Authorization Agreement form on file.
- There are no reductions of monthly tuition for holidays, vacations, illness, or lost school days due to inclement weather.
- Any student not adhering to Five Oaks Academy policy may be placed on academic probation and may be asked to withdraw from the program.

Five Oaks Academy, Inc. has a nondiscriminatory policy relative to race, color, and national origin with respect to the admission of students and the employment of faculty and administrative staff. Five Oaks Academy, Inc. considers the records of all individual students to be confidential information available to a child's parents or guardian upon request. Records will be released to other schools upon signed agreement from a parent or guardian and only after accounts are paid in full.

Updated January 9, 2012

Initial  
Here  
60-Day  
Notice

My "letter of intent" is a commitment to the entire year's tuition. In the event withdrawal is necessary, sixty days written notice is required (This includes the tuition for the sixty days). My letter of intent is being signed with the understanding that the Toddler Program's curriculum is designed to prepare students for the Primary classroom. The Primary and Elementary Levels are three-year programs and the Middle School is a two-year program. Not completing a Program's complete cycle can result in curriculum discrepancies when transferring to one year programs elsewhere.

**Tuition Discounts:** A second child discount of 10% is given to eligible students. Discounts are given for payment of the full year's tuition. The amount of the discount is based on the following due dates:

May 1 = 6% discount                      June 1 = 5% discount  
July 1 = 4% discount                      August 1 = 3% discount

Tuition must be received by the due dates to receive applicable discount. No discounts will be given on tuition payments received after August 1, 2012. A 3% tuition discount for payment in full will be given to any new student, upon acceptance, after August 1, 2012.

**Probation/Withdrawal:** If the school is unable to respond to a child's academic, social, and/or emotional needs it reserves the right to require a withdrawal to ensure the student's success and well-being. If a situation arises, the child may be placed on 30-day academic probation. If a student withdraws for any reason, the \$500 deposit will be refunded based on the following schedule:

March 1 = 75% refund , April 1 = 50% refund , May 1 = 25% refund , June 1 = 0% refund  
100% of the materials fee deposit will be refunded.

**Payment Option Schedule (choose one option):**

Monthly Direct Deposit through ACH over 12 months (in the amount of annual tuition less \$500 deposit)  
August 1, 2012 – July 1, 2013. \*Include a completed ACH draft form.

Bill me in full (less \$500 deposit) to receive a discount  
(choose your desired payment date and corresponding discount):

May 1 = 6% discount                       June 1 = 5% discount  
 July 1 = 4% discount                       August 1 = 3% discount

**Scholarship Information:** Candidates who meet academic requirements and financial requirements will be considered for financial assistance. A scholarship application must be completed and the student must be in good academic standing to be eligible for a scholarship. Applications for financial assistance must be completed online through TADS, at [www.mytads.com](http://www.mytads.com). This link may be accessed through [www.fiveoaksacademy.com](http://www.fiveoaksacademy.com). If you have any questions you may email the accountant, Sherry Myhand at [accounting@fiveoaksacademy.com](mailto:accounting@fiveoaksacademy.com).

I have read, understand, and agree to all the above mentioned in this Letter of Intent, Tuition and Enrollment Agreement.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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\*\*\*OFFICE USE ONLY\*\*\*

Received by \_\_\_\_\_ Date \_\_\_\_\_

\$300 Registration Fee                       \$500 Tuition Deposit