



**Five Oaks Academy**  
A Montessori School

## 2024-2025 Letter of Intent, Tuition, and Enrollment Agreement

BUSINESS OFFICE

p 864.228.1881

*Minds Opened Here!*

**STUDENT NAME**

**PARENT/GUARDIAN NAME(S)**

**PROGRAM LEVEL**

### FEES SCHEDULE

<b>APPLICATION FEE</b>	Due with the Submission of the Application ( <i>one-time fee, non-refundable</i> )	
	Pre-Primary, Primary	\$450
	Elementary, Middle School	\$550
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<b>TUITION DEPOSIT</b>	Due After Student is Accepted ( <i>applied towards annual tuition, per student</i> )	
		\$500
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<b>MATERIALS FEE</b>	Due by August 1, 2024 ( <i>per student</i> )	
	Pre-Primary	\$225
	Half-Day Primary & Full-Day Primary	\$350
	Elementary	\$375
	Middle School	\$650

### TUITION SCHEDULE

<input type="checkbox"/>	<b>PRE-PRIMARY</b> (2 Years of Age by September 1, 2024)	8:30am - 11:45am	\$6,100
<input type="checkbox"/>	<b>PRIMARY HALF-DAY</b> (3K & 4K)	8:30am - 11:45am	\$7,850
<input type="checkbox"/>	<b>PRIMARY FULL-DAY</b> (Kindergarten - 5 Years of Age by September 1, 2024)	8:30am - 2:45pm	\$9,400
<input type="checkbox"/>	<b>ELEMENTARY</b> (1st - 5th Grade)	8:30am - 3:00pm	\$12,500
<input type="checkbox"/>	<b>MIDDLE SCHOOL</b> (6th - 8th Grade)	8:30am - 3:15pm	\$14,950

### PAYMENT PLAN (choose one)

- Monthly Draft through ACH over 12 months (in the amount of annual tuition less \$500 deposit) August 1, 2023 - July 1, 2024. **Must complete the ACH draft form.**
- Bill me Annually **OR** by Semester:
- \_\_\_\_\_ Annually (less \$500 deposit) paid by May 1 to receive a discount of 4 %
- \_\_\_\_\_ By Semester (less \$500 deposit ) paid by August 1st & January 1st to receive a discount of 2% discount
- Bill to BMW (for expatriate employees of BMW only)

## DISCOUNTS

- Additional accepted siblings will receive a 10% discount.
- Discounts given on tuition:

Payment in full of the entire year's tuition by May 1st = 4% OR Payment per semester by August 1st & January 1st = 2%

**\*\*Tuition must be received by the due dates to receive the applicable discount. No discounts will be given on tuition after the due dates.**

## WITHDRAWALS

**Probation/Withdrawal:** The school has the right to require a withdrawal if the student's academic, social, and emotional needs cannot be provided by the school to ensure the student's success and well-being. If a severe incident occurs, the child may be placed on 30-day academic and/or behavior probation or may be asked to withdraw immediately from the school.

**Withdrawal Prior to Start of Academic Year:** If a student withdraws for any reason, the \$500 deposit will be refunded based on the following schedule: Before March 1 = 75%, Before April 1 = 50%, Before May 1 = 25%, Before June 1 = 0%.

**Ninety (90) Day Policy for Withdrawal:** Signing a letter of intent is a commitment to the entire year's tuition. In the event withdrawal occurs, ninety (90) days written notice is required and you are contractually obligated to pay the tuition for the ninety days (or 3/10) of the yearly tuition. Materials fees will be prorated for any unused portion.

## 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 FOA accountant, Sherry Bolding, at [accounting@fiveoaksacademy.com](mailto:accounting@fiveoaksacademy.com).

## FINANACIAL POLICIES AND LATE PAYMENT POLICIES

All tuition payments are due on the 1<sup>st</sup> of the month through ACH draft. If tuition is not received by the 10<sup>th</sup> of the month, a late fee of \$100 will be applied to your account. If tuition and applicable late fees are not paid by the 10<sup>th</sup> of the month, the student may not return to school until the account is current. The school reserves the right to administratively withdraw any family who has more than two late payments in the academic year.

The registration fee and tuition deposit must be paid upon enrollment. The \$300 registration fee (\$450/\$550 for new students) is non-refundable and the tuition deposit of \$500 has a refund schedule (see withdrawals section). All monthly payments must be paid through ACH draft. Accounting must have a current Debit Authorization Agreement form on file. There are no reductions of monthly tuitions for holidays, vacations, illnesses, or lost school days due to inclement weather. Any student not adhering to FOA policy may be placed on academic probation and/or may be asked to withdraw from the academy. Summer withdrawals still adhere to the 90-day policy.

This letter of intent is being signed with the understanding that the Pre-Primary program's curriculum is designed to prepare students for the Primary classroom. The Primary, Lower Elementary, and Middle School levels are three-year programs and the Upper Elementary level is a two-year program. Not completing a program's complete cycle can result in curriculum discrepancies when transferring to one-year programs elsewhere.

Five Oaks Academy does not discriminate on the basis of race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics with respect to admission of students and the employment of faculty and staff. Five Oaks Academy considers the records of all individual students to be confidential information available to a child's parent/guardian upon request. Records will be released to other schools upon receiving a signed agreement from a parent/guardian and only after accounts are paid in full and are in good standing.

### PARENT/GUARDIAN SIGNATURE

### DATE

I have read, understand, and agree to the ninety (90) day withdrawal notice. (initial here)

I understand that summer withdrawals adhere to the ninety (90) day policy. (initial here)

I have read, understand, and agree to all of the above stated in this Letter of Intent, Tuition, Enrollment Agreement, and online Sycamore Enrollment Agreements. (initial here)