



Five Oaks Academy
A Montessori School

2026-2027 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

APPLICATION FEE	Due with submission of the application (<i>one-time fee, non-refundable</i>)	
	Pre-Primary, Primary	\$450
	Elementary, Middle School	\$550
TUITION DEPOSIT	Due after student is accepted (<i>applied towards annual tuition, per student</i>)	\$500
MATERIALS FEE	Due by August 1, 2026 (<i>per student</i>)	
	Pre-Primary	\$225
	Half-Day Primary & Full-Day Primary	\$350
	Elementary	\$375
	Middle School	\$650
SECURITY FEE	Per student (<i>payment plans listed below</i>)	\$200

ANNUAL TUITION SCHEDULE

☐	PRE-PRIMARY (2 years of age by September 1, 2026)	8:30am - 11:45am	\$6,500
☐	PRIMARY HALF-DAY (3K & 4K)	8:30am - 11:45am	\$8,325
☐	PRIMARY FULL-DAY (Kindergarten - 5 years of age by September 1, 2026)	8:30am - 2:45pm	\$10,000
☐	ELEMENTARY (1st - 5th Grade)	8:30am - 3:00pm	\$13,415
☐	MIDDLE SCHOOL (6th - 8th Grade)	8:30am - 3:15pm	\$16,000

PAYMENT PLAN (choose one)

- ☐ Draft my ACH monthly over 12 months (in the amount of annual tuition less \$500 deposit) August 1, 2026 - July 1, 2027 (must complete the ACH draft form and check one option below)
- ____ Pay security fee (\$200 per student) in full by August 1
- ____ Include monthly installments of security fee (1/12)
- ☐ Bill me annually OR by semester:
- ____ Annually (less \$500 deposit) paid by May 1 to receive a discount of 4%, plus security fee (\$200)
- ____ By semester (less \$500 deposit) paid by August 1st & January 1st to receive a discount of 2%, plus security fee (\$100 per semester)
- ☐ Bill to BMW (for expatriate employees of BMW only). *Tuition only, materials and security fee not included.*

DISCOUNTS

- Additional accepted siblings will receive a 2.5% 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 met by the school to ensure the student's success and well being. If a severe incident occurs, the student 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 of withdrawal, 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 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 and may be accessed through www.fiveoaksacademy.com. If you have any questions you may email the FOA accountant, Sherry Graydon, at accounting@fiveoaksacademy.com.

FINANCIAL POLICIES AND LATE PAYMENT POLICIES

All tuition payments are due on the 1st of the month through ACH draft. If tuition is not received by the 10th 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 10th 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.

PARENT/GUARDIAN SIGNATURE

DATE

I have read, understand, and agree to the ninety (90) day withdrawal notice and that summer withdrawals adhere to the ninety (90) day policy. (Initial here)

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.

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)