



BRITISH PRIVATE PREP SCHOOLS

Important Information – Please Read

Child's Name _____ Date _____

Please choose a 4 digit code _____ to access our security system.

Please initial the following:

_____ I understand the registration fee, deposit, supply fee and tuition is nonrefundable under any circumstances.

_____ I understand tuition is due on Monday for full-time or weekly students. A late fee of \$25 will be charged for any outstanding balance owing by close of business on Tuesdays. Tuition is due on the 1st of the month for part-time students and a late fee will be charged on the 5th of the month.

_____ I understand I am entitled to use four (4) weeks of absentee credits annually from my initial enrollment date. If my child is absent Monday through Friday I will be charged half of the regular tuition up to four weeks per anniversary year. (Children enrolled 5 full days per week)

_____ I understand that if I arrive after 6.30pm to pick up my child I will be charged \$2.00 for each minute past 6.30 p.m. If my child has not been picked up by 7.00 p.m., CPS will be contacted to assume the parents responsibility.

_____ I understand a \$150.00 supply fee will be charged every year, on August 1st for each child attending British Private Prep Schools.

_____ I understand British Private Prep Schools will be closed on the holidays stated in the Operational Policies, including President's day and Columbus day (for teacher in service), and full tuition is required any days the British Private Prep Schools are closed including for inclement weather.

_____ I understand I must give two (2) full weeks' notice (starting on Monday) in writing if my child is to withdraw from the British Private Prep Schools or two weeks tuition will be charged to their account if my child is full-time or full days. A months' notice is required if my child is part-time (starting on the 1st of the following month).

_____ I have received and read a copy of the 'Operational Policies' and agree to the policies stated within.

Signature _____ Please print _____

The person signing this document should be the person who is financially responsible for this account. 7/16