



## ENROLLMENT AGREEMENT PARENT COPY

*Please retain this copy as a reference*

### **I understand and agree to the following:**

Once I submit the HCC Registration forms and have paid my Registration Fee, I am considered **fully registered**. At that point, I am obligated to all HCC policies, including the financial ones described below. I will be billed for a deposit of one month's tuition, which will be applied to my final month's tuition for the current school year, or refunded upon withdrawal, if all financial obligations have been met. For per diem only registrations, I will pay a deposit of \$100, of which \$5 for each month enrolled will be applied as a service charge. The remaining balance will be refunded upon payment of all financial obligations.

If I withdraw from the program after August 1, **I forfeit any registration fees and non-refundable deposits, and I am obligated to pay my full September tuition. Late registrants (after August 1) are obligated for their full first month's tuition.** If I intend to withdraw or change to a per diem status, I must notify HCC the 1<sup>st</sup> of the month prior to withdraw/change. If I fail to give such notice, I will pay an **Administrative Fee of \$75** which will be automatically deducted from my Security Deposit.

I must notify the HCC office **in writing** of any **decrease** in schedule by 3 p.m. on the 15<sup>th</sup> of the month prior. If I fail to give such notice, I must pay a **Processing Fee of \$50.00**, which will be automatically deducted from my Security Deposit. Schedule changes resulting in an increase will be billed based on the schedule changes. Your Security Deposit will also increase.

I understand that my child is not considered **fully enrolled**, and therefore may not begin attending, until **all** paperwork is completed and payments **received** by the HCC office. My child must be fully enrolled by **3 p.m. on Tuesday** to begin attending the following week.

Tuition is due on the 1<sup>st</sup> day of each month. All payments must be made directly to the HCC PO box or the HCC office; HCC is not responsible for any payments or paperwork left elsewhere or received late due to mail delays. I will pay a late charge of \$15.00 if my payment is not received in the office by the 7<sup>th</sup> day of the month. If there is any balance remaining on my account on the last day of the month, my child will not be admitted to the program on the next regularly scheduled program day. Per their requirement, the school principal will be notified 2-3 days in advance of pending suspensions. My child may not be re-admitted until the balance is paid in full, either in cash, or by money order, certified check, or credit card (with an additional 3.5% fee).

My payment is based on a yearly tuition divided and billed in **ten equal installments**, so it is the same for all months in the school year. Please note that we do not switch scheduled days once a month begins. There will be no reductions or refunds for snow days, school closings, absences, vacations, or mid-month withdrawals.

If I arrive past my scheduled pick-up time, I will pay HCC additional fees. For 5:00 pickup, if I call before 5:00 to notify of my lateness, a flat late fee of \$10 will be charged. For 5:00 pick-up with no prior notice, or for 6:00 pickup, the fee will be \$10 per 15 minutes, with a maximum fee of \$30. Lateness three or more times in a semester for 5:00 pickup without notice will result in automatic change to 6:00 going forward. Lateness two times in a semester for 6:00 pickup will result in a warning, and the third time may result in termination from the program. If I am going to be late I will arrange to have an authorized person pick-up my child.

**I must notify HCC by 2:30 p.m. if my child is not going to be attending the after school program, or by 10:30 am for afternoon EDKP.** After one incident, a \$15 penalty will be applied for failure to report the absence in a timely manner. Repeated incidents may be cause for removal from the program.

My child may be suspended or permanently removed from the program due to ongoing and/or serious behavior problems. No tuition reductions or refunds will be given in such cases.



## ENROLLMENT AGREEMENT HCC COPY

*Must be signed and returned along with the Registration Form*

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Name of Child(ren)

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Signature of Parent/Guardian

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Date