



After School Program Admission Agreement Form

This agreement is made by and between _____

(Please print parent/guardian's name)

(Hereinafter referred to as "Parent(s)") and GGLC (hereinafter referred to Green Grass Learning Center).

(Please initial all lines)

Initial 1. **Parent(s) hereby enroll** (Name) _____ (D.O.B.) _____
(Name) _____ (D.O.B.) _____
(Name) _____ (D.O.B.) _____

in GGLC after school program. I understand that GGLC is an educational heritage learning center.

_____ Initial 2. **Payment Provisions**

Monthly Tuition Fee

Parent(s) agree to pay the monthly tuition regardless of the child's attendance during the school year. No vacation or sick day or no-show tuition credits will be offered. There will be no prorating or credits for short-term absences (absences for a period of less than five consecutive days). No credits or make up lessons will be offered for any absence of tutoring/elective class. Refund to the tutoring/elective classes will be offered if GGLC cancelled the classes due to various reasons.

Monthly tuition fee is **due on the first week of each month and will be considered late after the seventh of each month**. A late charge of \$2.00 per day will be assessed if monthly payments are not received by the tenth of each month. A \$35.00 fee will be assessed for returned checks.

Monthly Transportation Fee

Parent(s) agree to pay the pickup and/or drop off fee monthly, if this service is chosen. Monthly transportation fee is due at the same time with monthly tuition fee. There are no refunds for day(s) off less than a week, except in June and December.

Long-term absence

For student who is absent for equal or more than five consecutive days, a \$10 per day tuition credit will be given towards future monthly tuition fee (i.e. if student is absent for five consecutive days, \$50 tuition credit will be applied towards next monthly tuition fee).

Prorated Monthly Tuition

Prorated of monthly tuition applies for incoming students during the school year according to their start date. Payment for the month of June and December will be prorated according to the percentage of attendance days of the month in that year due to year-end of public schools.

Re-enrollment Fee

Students who plan to absent for longer than a week may re-enroll by paying a non-refundable \$60 re-enrollment fee. Please contact school authority about the arrangement depending on availability. Reservation of space can be made provided that parent(s) agree to pay non-refundable one month tuition reserving deposit. The deposit will be applied to the tuition of the first month after the student re-enrolls.

Public School Holidays/Breaks

GGLC offers school breaks program during the time when school closed due to public school holidays/breaks (such as Spring break, Staff Development Day and other days when GGLC is not closed

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due to national holidays). Within this period, additional fee of \$30.00 per day is applied for regular student who pays monthly tuition. This fee is to cover the program from 8:00 am to 3:00 pm (for Kindergarten to 8th grade); whereas the time after has been covered by the regular monthly tuition fee. With the exception (such as in the month of June and December) when the day was not covered in paid prorated monthly tuition; a flat fee of \$50.00 per day (Kindergarten-8th Grade) will be applied for student who wishes to come to those days when GGLC opens from 8:30 am to 6:00 pm. (for g.g.l.c afterschool students only)

Supply Fee

____ Parent(s) agree to pay a non-refundable supply fee of \$20.00 (Twenty dollars) per student each month (for
Initial all full time and part time students).

Registration Fee

A non-refundable \$60 registration fee per student is due with registration for all new students. (Note: registration fee for siblings are waived).

Late Pick Up Fees

____ Parent(s) agree to pay a late fee of \$1.00 for every minute after 6:30 pm. We appreciate parents to calling
Initial when they anticipate late pick-ups. However, late fees will not be waived because parents' calling in.

____ **3. Parent(s) agree and promise to follow all of the registration and tuition policies, terms and**
Initial **conditions of GGLC.**

4. Modification Conditions

____ GGLC reserves the right to change tuition at any time. A written notice of any rate change
Initial will be made available thirty (30) calendar days prior to the effective date of the change.

5. Parent/Student Handbook

____ GGLC advises parent(s) to read and understand the policies and procedures outlined in GGLC
Initial Parent/Student Handbook. Parent(s) agrees to comply with the policies and procedures, as well as the terms and conditions specified within the Parent/Student Handbook. This Parent/Student Handbook will be made available in the front desk bulletin board or GGLC will send electronic copy upon parent(s) request.

6. Entire Agreement

____ No waiver of modification of this agreement shall be binding upon the parties unless it is in writing and
Initial signed by all parties to this agreement. There are no other oral agreements or representations that are not contained in this agreement and any oral evidence of the same shall not be admissible in any civil action or proceeding. This agreement shall be binding on and inure to the benefit of the respective parties, their heirs, legal representatives, successors, and assigns.

Accepted by:

____ Parent/Guardian signature Print full name

____ Date

Accepted by:

____ Parent/Guardian signature Print full name

____ Date

Accepted by:

____ Administrator's signature

____ Date