

**2016-2017 Tuition Policy and Financial Agreement Form for UofN Staff Child**

This policy applies to all students applying for The University of the Nations Learning Center whose parent(s) work or study at University of the Nations.

**Elementary School (Grades 1-5)**

Basic Tuition is $1300 for 9 months.

Comprehensive Fee is $150. (This applies to any child that is not with us for the full 9 months)

**Jr. High School (Grades 6-8)**

Basic Tuition is $1500 for 9 months. (This includes the $800 comprehensive fee)

Comprehensive Fee is $800. (This applies to any child that is not with us for the full 9 months. This is a 3rd party fee for the purchase of the online curriculum and is a flat fee that cannot be prorated.)

1. One time application fee: $25 (For new students only), Non-Refundable
2. Annual Registration Fee : $40, Non-Refundable
3. 1st months tuition and enrollment fees are due upon registration
4. Make checks payable to: “**ICSKHC, Inc.”**
5. There is no reduction in tuition for holidays, breaks or illness
6. If a child is withdrawn before completion of the year, the parent must give the school at least one month prior notice **in writing**. Comprehensive Fee will apply
7. Tuition refund for early withdrawal will be given only for the portion paid beyond the one month notice.
8. If a child is withdrawn, then would like to return to our school, the enrollment process will start as a new student. We cannot guarantee acceptance.

**Name(s) of Children Attending The Learning Center Grade in August 2016**

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**I/we have read and understand the tuition policy outlined above. Knowing the school relies upon prompt tuition payments, I/we accept responsibility for making the necessary payments on time for my child’s tuition and fees.**

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| **Parent Signature Name** |  | **Date** |
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