

# 2024-2025 Enrollment Contract



I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_,  
agree to pay the sum of \$\_\_\_\_\_ for the 2024-25 school year.

*Please write out sum in words and numerically*

I plan on making payments as follows:

\_\_\_\_ Payment in full - by June 1, 2024. I will receive a 5% discount (ACH Transaction or check only.)

\_\_\_\_ Two payments: first payment by August 10, 2024; second payment by January 10, 2025.

\_\_\_\_ Ten equal monthly payments **due on the 1<sup>st</sup> of each month** - August 2024 through May 2025.

## My Child is in the:

Toddler Program (ages 18 month - 36 months)

Full or Half Day: \_\_\_\_\_ Total # of days: \_\_\_\_\_

Designated Days: M\_\_\_\_ T\_\_\_\_ W\_\_\_\_ Th\_\_\_\_ F\_\_\_\_

Lower Elementary Program (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> grade)

Upper Elementary Program (4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> grade)

Middle School Program (7<sup>th</sup> & 8<sup>th</sup> grade)

## Please note:

- There is a grace period until the 10<sup>th</sup> of each month, after which we will assess a \$100 late fee.
- The yearly tuition is designed to cover the whole year of your child's attendance. We will not prorate tuition for months that you are on vacation, your child is out sick, snow days, or when the school is on a scheduled break.

## Billing Information

**Hudson Hills Preferred Method of Payment is by check or ACH Transaction. Payment can also be accepted by cash, money order, cashier's check or credit card. Visa, Mastercard, Amex and Discover are accepted. A 3% processing fee will be added to Credit Card payments.**

Please see our ACH/Credit Card Payment Authorization form!



## Contract Terms & Conditions

***Please read and initial the back side of this contract to acknowledge that you have reviewed all the policies.***

\_\_\_\_\_ As used here, the word "I" refers to each parent or guardian signing this contract. The obligation of each person signing this contract is joint and several.

\_\_\_\_\_ I understand that a non-refundable Application Fee/Child Interview Fee & Registration Fee along with the tuition as indicated *are* required for all students and must be enclosed with this contract in order for my child to be enrolled. For all students, there is a non-refundable \$500.00 deposit to reserve their spot which is automatically applied to the first tuition payment of the academic year.

\_\_\_\_\_ I understand and agree to abide by the policies and procedures as set forth in the Hudson Hills Academy Parent/Student Handbook; including the parent code of conduct and/or changes or revisions to school policies as posted on our website. I am aware that the school must follow strict policies regarding health and safety regulations, and Department of Education and Department of Social Services guidelines. I understand that HHA follows the Beacon City School District for delays or closings due to inclement weather. I understand that policies and procedures are subject to change and agree that it is my responsibility to stay informed by reading newsletters, emails, the school website and parent bulletin boards.

\_\_\_\_\_ I understand and agree that Hudson Hills Academy reserves the right to review the parent's relationship with the school and to set reasonable conditions for access to the school. I am aware that the school has no obligation or authority to enforce custody or parent visitation issues without court documents to support this, and that the school reserves the right to contact the appropriate authorities should disputes of this type arise. I further agree to hold the school harmless for any contact related thereto.

\_\_\_\_\_ I understand and agree that there are specific areas of legitimate parental concern. These include my child's coursework, academic progress, behavior, and physical safety. I may feel free at any time to discuss these issues with the school administration. I am aware that I should put these areas of concern in writing either on paper or via email. I understand Hudson Hills Academy reserves the right to review a parent's relationship with the school as the result of refusals to adhere to health policies established by the school especially policies concerning communicable diseases established to maintain the health and safety of the students and teachers. I further understand that there are areas of school policy that are not subject to my control, including personnel hiring and termination, personnel contractual issues, and other policies and procedures established by the administration.

\_\_\_\_\_ I agree to furnish all enrollment forms and contracts, proof of current immunizations, medical information and all emergency forms required by New York State and the school before the first day of class. I

\_\_\_\_\_ understand that failure to do so may result in an interruption in my child's attendance without any reduction in fees.

\_\_\_\_\_ I am aware that the monthly payment plan includes a late fee of \$100.00 per month for payments not made before the 10th of each month. Hudson Hills Academy reserves the right to suspend a student any time that tuition payments become more than 30 days delinquent. I am aware that tuition is due on the 1<sup>st</sup> of every month. There is a \$30 bounced check fee. I understand that if my child is

## Signature of Parent/Guardian or

enrolled half day and misses a day due to illness, snow days, or scheduled school vacation days, there are no makeup days and tuition remains the same for that month.

\_\_\_\_\_ Fees for all extracurricular classes/events must be paid before the child can be accepted to attend. When tuition payments are in arrears, the student may not participate in school-sponsored activities, including but not limited to field trips, shows, programs, studios, after care, etc.

\_\_\_\_\_ I am aware that I must give a full 30-day written notice of any changes in schedule, or method of payment. In the event of withdrawal from Hudson Hills Academy, I am aware that I am responsible for the full, paid monthly tuition for the uncompleted month. However, if my child is enrolled at the elementary or middle school levels, I understand that for any withdrawal after March 31<sup>st</sup> of each school year, I will be responsible for tuition and fees until the end of the academic year (June 30th). I am aware that if I have used the "pay in full by July 1, 2024, with discount" option and I choose to leave the school year early (August through December 2024), then Hudson Hills Academy will keep half of my paid tuition. I am aware that the school hires staff and prep's its budget based on enrollment for the year, which included my child. I understand that my child/children's school records will not be released until my account is paid in full.

\_\_\_\_\_ I understand that Hudson Hills Academy may terminate enrollment of my child and start collection proceedings if an outstanding balance attains delinquent status. I understand and agree that I will be held responsible for all costs, expenses and interest at the current legal rate, including but not limited to attorney fees, collection agency fees and court costs incurred by Hudson Hills Academy in order to remedy a breach of this contract.

\_\_\_\_\_ I am aware of the following non-refundable annual fees: -Interview/Application fee for New Students, -Registration fee for all students. -A \$500.00 deposit for new students, incoming and returning toddlers and incoming and returning primary students which is automatically applied to the first tuition payment.

\_\_\_\_\_ The annual fees are good for one continuous enrollment period. If I decide to withdraw my child for any reason and wish to return at a later date, all the enrollment fees will be re-assessed. An Application & Contract with fully-paid fees is required by March 1, 2023 to assure my child's spot for the following school year. I understand that there will be no

pro-rating of any annual fees, and that I cannot transfer these fees to another child.

Hudson Hills Academy reserves the right to change or revise all policies pertaining to the operation of the school with 30 days notice.

**Person who is Contractually Responsible:** \_\_\_\_\_ **Date:** \_\_\_\_\_