

Child's Name _____
Circle One: Y3 3 4 Y5
Number of Specialty classes desired: _____

LCNS REGISTRATION/TUITION POLICY 2010

The following is a schedule of the amounts and due dates for registration fees and tuition payments as well as information regarding refunds. You will need to sign one copy of this policy and return it with your registration card. Please keep the other copy for your records.

DUE AT REGISTRATION:

1. **Registration fee:** \$50 (one child)
 \$75 (two or more children)
 \$10 **Specialty Classes** (per class / per child)

Please note that registration fees are non-refundable except if a child is not placed in a class.

2. **Security Deposit:** \$60 per child for core preschool classes
 \$30 per child for each specialty class

This deposit is refundable up until **Tuesday, April 6, 2010** by contacting the appropriate Registrar or the LCNS office to withdraw the child. **After April 6, 2010 the deposit is non-refundable and will be applied to the child's May 2011 tuition.**

DUE AT FORMAL REGISTRATION ON APRIL 14, 2010:

September 2010 Tuition (You will be notified in early April of the exact amount due.)

The September 2010 tuition is refundable until July 15, 2010 by notifying the appropriate Registrar to withdraw the child from the class. See exceptions for Young 3's and Young 5's.

DUE BY May 31, 2010:

Balance of May 2011 Tuition (May tuition less security deposit paid at registration)

The balance of the May tuition is refundable until September 1, 2010 by notifying the appropriate Registrar to withdraw the child from class.

(Over)

DUE MONTHLY BEGINNING OCTOBER 1, 2010:

Monthly Tuition: Monthly tuition must be paid on or before the first of each month. A fine of \$20.00 will be assessed if tuition is not paid by the 15th of the month. One waiver per family may be issued. If special circumstances make it impossible to meet this payment schedule, the matter should be discussed with the Treasurer of LCNS prior to the tuition deadline.

A child may be withdrawn from LCNS by giving written notice to the Director at least thirty days prior to the child's last day of school. Tuition will then be refunded on a prorated basis.

EXCEPTIONS:

YOUNG 3 EXCEPTIONS: If LCNS is notified by **August 1, 2010** that a child will not attend, all monies received less the \$50 registration fee will be refunded.

YOUNG 5 EXCEPTIONS: Full refunds will be made until **JUNE 20, 2010** provided LCNS is notified by this date that the Young 5 student will not be attending due to enrollment in Kindergarten. If a child withdraws from the Young 5 program after June 20, 2010 the registration fee, the security deposit and the September 2010 tuition are no longer refunded.

Please note:

- A limited number of scholarships are available for the 2010-2011 school year. Please contact the office to inquire about availability.
- Classes are subject to change due to fluctuations in enrollment and staffing.

Having read and understood the Registration/Tuition Policy, I, the undersigned, do hereby agree to abide by the aforementioned guidelines of the school.

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

**By May 31, 2010
You will have paid the
tuition for your child's
first and last month of
the 2010-2011 school
year.**