



# CEDAR HILL PREP SCHOOL

152 Cedar Grove Lane, Somerset, NJ 08873

TEL : 732-356-5400

FAX : 732-356-5409

www.cedarhillprep.com

## Parents Obligations

Annual Registration is for the school year (September 2016 to June 2017). At the time of registration a \$600 tuition deposit is required along with the registration fee. The deposit will be applied to the tuition dues for the month of September 2016. **The fees are non-refundable and non-transferable. Tuition is due for the 10 months of the school year. Tuition payments are due on the first day of every month. Payments made after the 3rd of each month are subject to a \$25.00 late fee. Payments made after the 10th of each month are subject to a \$50.00 late fee. There is a \$35.00 service charge for returned checks. All families who are currently enrolled in Cedar Hill Prep School need to place a re-enrollment deposit of \$600 by March 30, 2016 in order to secure a seat for children enrolled (deposit will not be refunded after April 30, 2016). Remaining fees are due by July 1, 2016.**

Cedar Hill Prep School requires a contractual agreement upon registration. In the event your child is absent, even for an extended amount of time, tuition payments must be maintained as part of the contractual agreement with the school. Your child cannot re-enter the school without this payment being made in full. Should Administration make any verbal arrangements to accept your child after this temporary absence, you will still be obligated for the outstanding tuition balance, with such balance being due within a reasonable period of time after your child's acceptance back to the school. Tuition payments must be maintained for the entire 10 month duration even if you withdraw from this school mid-term, as per the contractual agreement. The school entertains applications from new students based on the availability of seats, and re-enrollment contracts. Hence, parents are bounded by the contractual agreement once enrolled. Cedar Hill Prep School students are expected to wear uniforms from Kindergarten - Grade 8. It is mandatory that students adhere to the uniform code as prescribed by the school.

### Termination of enrollment by Cedar Hill Prep School

Under certain circumstances, it may be necessary for the Administrator to decide to discontinue a child's absence, such a decision would be based on whether it is in the best interest of that child, the other children in the class and overall operation of the school year. Every effort will be made to correct the problematic situation before a final decision is made.

### Termination of enrollment may be the result of the following:

- Non-payment of tuition
- Abuse of children, staff or property
- Continued violation of CHP school policies
- Disruptive or dangerous behavior
- CHP school's inability to meet the student's needs

Whenever possible written notification of one week will be provided to the parent in the event of termination of enrollment.

### Termination of enrollment by parent.

**We require one month's written notice prior to withdrawal from the CHP School.**

*We strongly encourage our parents to purchase **Tuition Insurance** to safeguard their school obligations. Parents who choose not to purchase the Tuition Insurance are required to sign the **Tuition Waiver Form** to verify personal intent to fulfill and meet tuition obligations.*

I, the parent of \_\_\_\_\_ have read the above tuition responsibility agreement (10 month tuition obligation) and the School's fee schedule and I fully understand this obligation and the reasons for its implementation.

Parent's Name (please print) \_\_\_\_\_ Home Phone \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_