

TERMS AND CONDITIONS OF ENROLLMENT

2018-19

revised 3/2018

The following are terms and conditions of the Evansville Day School Enrollment Contract and Continuous Enrollment agreement (“Enrollment Contract”). Electronic signature of the Family Information Form or Enrollment Contract indicates you have read, understand, and will abide by these terms and conditions. The Enrollment Contract and terms and conditions represent the full understanding of the parties and supersedes all previous statements, oral or written. The Enrollment Contract and terms and conditions may only be modified by the agreement of both parties in writing.

TUITION

- A. The \$400 enrollment deposit is non-refundable.
- B. If for any reason a student must withdraw, including medical, non-medical, dismissal or voluntarily, written notification must be provided to the Admission Office as soon as possible. The penalty schedule for withdrawal is listed in the Continuous Enrollment section.
- C. 2018-19 tuition is listed below. The Board of Trustees strives to minimize tuition increases year-to-year. Due to program enhancements as students progress, tuition increases incrementally from Pre-K to K, K to Grade 1, Grade 4 to Grade 5, and Grade 7 to Grade 8.

2018-19 TUITION RATES:

Jr. Pre-K	\$4,700 - \$11,210
Pre-K	\$7,850-\$11,210
Kindergarten	\$12,995
Grades 1-4	\$15,210
Grades 5-7	\$15,810
Grades 8-12	\$16,890

Tuition assistance, including scholarships, financial aid, and multi-child is discounted from above listed rates.

- D. Evansville Day School partners with FACTS Management Company to manage student tuition accounts. Users can view invoices and account information, manage tuition payment plans and methods, and access account information online 24/7/365.
- E. The following payment plans will be in effect for the 2018-19 school year (*after enrollment deposit is paid*):
 - **Option (1) Annual Payment Plan:** Full net tuition amount is due by 8/15/18.
 - **Option (2) Semi-Annual Plan:** Full net tuition is due in two payments (60% due 8/15/18, 40% due 12/15/18), plus a non-refundable processing fee of \$50 per student billed with the first payment.
 - **Option (3) Ten-Payment Plan:** Full net tuition is due in ten equal payments (billed monthly 7/15/18 through 4/15/19; due monthly 8/15/18 through 5/15/19), plus a non-refundable processing fee of \$75 per student billed with the first payment. Ten-Payment Plan requires Tuition Insurance, which is added to the total due at a rate of 3% of total full day gross tuition. Enrollment Contracts received after July 1 may result in a first bill that reflects multi-month tuition charges.
- F. Prorated tuition is available for new students enrolling after October 1 at a reduced rate of 10.25% per month.
- G. The School is entitled to be reimbursed for any reasonable attorney fees and costs incurred in the collection of unpaid balances if placed with, or collected by or through, an attorney at law.

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- H. Any account that is 30 days past due will be charged a fee of 1.75% per month.
- I. Any check returned by the bank for any reason will be charged a \$50 processing fee.

FEES

- A. The following fees will be billed via FACTS on 7/15/18 (due 8/15/18):

OPTIONAL FEES:

Yearbook	\$60 each
Milk	\$70/year
Tuition Insurance	3% of the full-day gross tuition <i>(Required for Ten-Payment Plan)</i>
Friends of EDS Membership	\$20/family membership
Athletic Booster Association Membership	\$25/family membership

Note: Please sign up for Friends & Booster Memberships on only one child's optional fee selection. Both are considered a family membership.

MANDATORY FEES:

Field Trip Fee [on and off site] (\$40/student in grades JPK-5)	No exceptions.
Snack Fee (\$70/student in grades JPK-4)	No exceptions.
Facility Fee (\$75/student in grades JPK-12)	No exceptions.
Intersession	Fee varies based on experience (grades 9-12)
Outdoor Learning Program	Fee TBA (grades 6 & 7)
Experiential Education Week	Fee varies based on grade (grades 5-8)

- B. Before & After School Care fees will be billed in two equal payments (7/15/18 and 1/15/19; due 8/15/18 and 2/15/19). Enrollment in Before & After School Care is by semester, even if needed for only a portion of that semester (except in the case of late registration). These programs follow the school calendar.
 - After-Care is required for students in Jr. Pre-K through Grade 4 (optional for Grade 5) who are not in extracurricular activities but remain on campus from 3:10-5:30 p.m. Any student staying past 3:10 will be sent to After-Care. The rate per semester is \$900. A Daily Drop-in fee of \$25/day/student is available from 3:10-5:30 p.m. and is billed to the family. A Late Pick-up fee of \$10.00 for every 15 minutes, or portion thereof, will be assessed beginning at 5:30 p.m. and will be billed to the family. After-Care is not available on Teacher In-service days, early dismissals due to inclement weather, on the day of the December Holiday Program, on the final day of school, or when previously communicated.
 - Unless enrolled in the After-Care or Middle School Study Group program, or participating in a supervised activity, no supervision is available, and students are expected to leave campus at 3:00 p.m. Students participating in a supervised activity after 3:00 p.m. must be picked up at the conclusion of that activity.
 - The Before-Care program costs \$550/year (\$275/semester) and is required for students in Jr. Pre-K through Grade 4 arriving between 7:15-7:40 a.m. Students are not allowed in the building before 7:15 a.m. Daily drop-in is available for \$8/day/student. Before-Care is available on delayed-opening days after 9:30 a.m.

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- C. Occasional extended care is available to “half-day” Preschool students. Students who may need to stay until 3:00 p.m., with prior approval of teachers, will be billed at \$30/day.
- D. “Half-day” Pre-K students attend M-F, 8-12. If a student, with prior teacher and Primary School Head approval, changes from 8-12 to 8-3, regardless of the number of days actually attended during the week, families will be billed at an 8-3/5 day/week rate.

CONTINUOUS ENROLLMENT

The signed Enrollment Contract registers the student in the Continuous Enrollment program whereby enrollment extends automatically through completion of Grade 12.

- A. In subsequent years, no Enrollment Contract will be issued, and the student’s enrollment will be renewed automatically, provided he/she is in good standing.
- B. The annual enrollment deposit of \$400 will be billed to the FACTS account on March 19. The deposit is non-transferable and is non-refundable after April 1, with the exception of contingencies listed in section E.
- C. Families assume all responsibility to notify the Admission Office via email to opt out of Continuous Enrollment in compliance with the following dates and penalties:
 - a. After April 1 - enrollment deposit due and non-refundable
 - b. After May 1 - deposit + 10% of following year’s tuition non-refundable
 - c. After June 1 - deposit + 25% of following year’s tuition non-refundable
 - d. After July 1 - deposit + 50% of following year’s tuition non-refundable
 - e. After August 1 - deposit + 75% of following year’s tuition non-refundable
 - f. After 14th school day - full tuition is non-refundable under all circumstances
- D. Students not in compliance with school policies or financial obligations may be excluded from Continuous Enrollment.
- E. Families unenrolling after the above-listed deadlines may be exempt from some penalties. Applicable special circumstances include unexpected relocation 30+ miles away from Evansville Day School (must be verified by cause of relocation, i.e. employer), newly identified educational needs that can no longer be met by the School as determined by the Center for Academic Success, inability to accept Tuition Assistance package, or other circumstances approved by the Head of School.

TUITION REFUND INSURANCE PLAN

Those enrolled in the Ten-Payment Plan are required to purchase Tuition Insurance to protect their yearly financial obligation under the terms of the Enrollment Contract. Tuition Insurance is made available via the Enrollment Contract (for new families) and when choosing optional fees (for returning families). All purchasers of Tuition Insurance authorize the School to collect any claim for payment and credit it to the student’s account. After any payment by the Plan is credited, the purchaser agrees to pay the School whatever balance remains unpaid within 30 days after receipt of a final itemized bill. Details about coverage and non-refundable cost are online, linked to the Family Information Form under “Optional Fees.” Details and conditions of coverage should be thoroughly understood before subscribing. *(Note: EDS advises all families to purchase Tuition Insurance, especially if relocation is a possibility.)*

SUMMER ACADEMY

Information about Summer Academy is available at evansvilledayschool.org/summer-academy.

OUTDOOR LEARNING PROGRAM (Grades 6 & 7)

Students in grades 6 & 7 participate in a multi-day outdoor education program to complement and enhance core curriculum subjects, character development, team building, and leadership skills. Student costs are announced in advance of the program and are mandatory.

OFF-CAMPUS OPPORTUNITIES (Grades 5-12)

Students have the opportunity to participate in off-campus activities (i.e. Leadership Retreats, Middle School Experiential Education Week, and Intersession). These experiences are mandatory. Additional costs are associated with these programs and are announced in advance.

SPECIAL CIRCUMSTANCES

- A. Evansville Day School believes a positive partnership among the School, the student and parent(s)/guardian(s) is essential to the fulfillment of our collective mission. The electronic signature on the Family Information Form acknowledges this belief and serves as commitment to accept and honor the rules, regulations, and policies of Evansville Day School and the Head of School's decisions, including those in existence as of the date hereof as well as all additions, substitutions, and modifications that may be subsequently adopted. Signees and students understand Evansville Day School reserves the right to withhold enrollment, decline enrollment, dismiss, or require withdrawal of the student at any time during the school year, or to deny graduation or withhold academic records and recommendations from any other school or college if the School concludes the action of the student or a parent/guardian makes a positive partnership impossible or otherwise seriously interferes with the School's accomplishment of its mission. In the event the student, individually or with others, damages school property intentionally, recklessly, or in violation of school policy or the law, full restitution must be made by the student and/or the undersigned. Any failure to make restitution will be considered a default under the Enrollment Contract.
- B. The privileges of the School may be denied to any student whose parent/guardian is unable to meet their financial obligation to the School. The School reserves the right to deny attendance to students whose accounts include overdue balances. No student's contract for re-enrollment will be honored unless all existing financial obligations are current, or pre-approved arrangements have been made with the Business Office. In circumstances where financial obligations are not met, for all grades, report cards will not be mailed or posted on Renweb. Also, when financial obligations have not been met, a senior student may not be allowed to complete the final academic coursework (example: Senior Project or exams), thereby not fulfilling graduation requirements and not receiving a diploma or attending Commencement ceremonies.
- C. The student and parent(s)/guardian(s) are required to abide by all academic and conduct policies, including the standards of conduct, dress code, and other policies detailed in the Student-Parent Handbook. The student and parent(s)/guardian(s) also agree to any stipulations or conditions (conditional acceptance) as stated in the letter of acceptance for new students. If any information is misrepresented or withheld during the admission process the student may be asked to withdraw and all tuition will be due and payable.

- D. Matriculation decisions in all grades will be based on developmental progress and relevant indicators, both academic and social, aligned to the next grade level. The School reserves the right to determine appropriate placement of all students, including possible reconsideration of placement after issuance of the Enrollment Contract.
- E. Students must intend to return for the following school year to be eligible for spring Student Council and other student elections. To share the leadership opportunities, students may be elected president for one club only.
- F. School facilities are designed only for children who are toilet trained. Therefore, all enrolled children must be toilet trained to attend classes at Evansville Day School.

PERMISSIONS

- A. We/I grant permission to school officials to secure emergency medical or dental treatment, hospital service, or laboratory fees for the student at the student's expense.
- B. We/I hereby give permission for photographs and/or names of any member of our family to appear on the school's website, social media, and school publications, including the Yearbook and promotional materials approved by the School.
- C. We/I hereby give permission for the student to go on adult-supervised excursions planned by the School, and to use Evansville Day School's library, computer, and internet resources, according to school rules.
- D. We/I agree to the participation by the student in any activities of Evansville Day School, including but not limited to classes, recess, physical education, dining, school-sponsored off-campus excursions, and any other school-related activity or extracurricular activity, and the use of any school facility or property.
- E. We/I agree to hold harmless and indemnify Evansville Day School, its employees, Trustees, coaches, officials, representatives, and agents from all claims, damages, or other liabilities for injuries to the student that are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the School or its agents, representatives, or employees.
- F. We/I understand and acknowledge the use of sports equipment, facilities and services involves risks, and sports are inherently dangerous, and as such, voluntary participation in such activities may result in bodily injury and/or property damage from the use of any equipment or facilities, from the activity itself, from the acts of others, or from the unavailability of emergency medical care. We/I assume all risks related to sporting activities and release Evansville Day School, its employees and agents, heirs and assigns, officers, and agree not to sue them on account of or in conjunction with any claims, causes of action, injuries, damage, or cost of expenses arising out of the activity, including those based on death, bodily injury, or property damage whether or not caused by the acts, omissions or other fault of the parties being released. We/I waive the protection afforded by any statute or law in any jurisdiction whose purpose, substance, and/or effect is to provide a general release shall not extend to claims, material or otherwise, which the person giving the release does not know of or suspect at the time of executing the release. This means, in part, that we/I release unknown future claims.

TUITION REDUCTION

- A. Tuition assistance awards are based on financial need and availability of funds. To apply for tuition assistance families must complete an application via a third party tuition management agency (“FACTS”). All inquiries will remain confidential.
- B. A limited number of merit scholarships are awarded to new students with high quality academic records and teacher recommendations, impressive admission test results, and who demonstrate a positive fit during the visit experience with strong potential for success at Evansville Day School. The scholarship is renewable as long as the recipient meets the award specified criteria and expectations:
- Maintain expected academic standards to include each semester GPA of 3.0 or higher.
 - Uphold high standards of behavior and model leadership and citizenship.
 - Participate in extracurricular activities.
 - Maintain satisfactory attendance.
- A student may be placed on probation and be in jeopardy of losing scholarship if he/she:
- Earns a grade of C or below in a semester course.
 - Receives school suspension for a behavioral incident.
 - Violates policies outlined in the Student-Parent Handbook.
 - Has not met his/her financial obligation.
- C. Multiple Child Discounts apply to families with three or more children who are not already receiving other tuition reductions. A 33% discount is offered to the third child enrolled and a 50% discount is offered to fourth and subsequent child(ren) enrolled. This discount will be applied to the qualifying enrolled children in the lowest grade(s). Should a student who is receiving a Multiple Child Discount withdraw or be dismissed during the academic year, tuition will automatically be recalculated for the remaining student(s).

NON DISCRIMINATORY PRACTICE

Evansville Day School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, sexual orientation, or national origin (ancestry) in the administration of its educational policies, admission policies, tuition assistance, or athletic and other school-administered programs. The School is committed to providing an inclusive and welcoming environment for all students and members of the community.

ENROLLMENT APPEAL

Any special circumstances can be appealed through written request to the Head of School.

ANNUAL GIVING & PHILANTHROPY

Tuition and fees cover approximately 87% of the total cost of a Day School education. The Annual Fund helps “Fund the Gap” between tuition revenue and the cost of annual operations. We encourage every Day School family, no matter their income level, to participate in the philanthropic life of the school community. This includes Annual Fund, capital projects, restricted and in-kind giving, and the annual Gala. The Advancement Office can help individual families choose the most appropriate avenue to participate in Day School’s philanthropic efforts.