

**HILLCREST PROGRESSIVE SCHOOL
2022/2023**

ACKNOWLEDGEMENT REGARDING FEE REFUNDS

THE UNDERSIGNED ACKNOWLEDGES THAT S/HE HAS READ THE APPLICATION FOR ENROLLMENT TO HILLCREST PROGRESSIVE SCHOOL AND UNDERSTANDS THE FOLLOWING SCHOOL POLICIES:

- 1. PAYMENTS BY CREDIT CARD ARE SUBJECT TO A 2.5% SERVICE FEE ("SERVICE FEE").**
- 2. \$500 OF DEPOSIT #1 IS AN APPLICATION FEE WHICH IS NOT REFUNDABLE OR TRANSFERABLE UNDER ANY CIRCUMSTANCES ("APPLICATION FEE").**
- 3. IF YOU DECIDE TO WITHDRAW YOUR CHILD FROM A PROGRAM, YOU MUST GIVE NOTICE BY EMAILING THE SCHOOL'S OFFICE ("WITHDRAWAL NOTICE").**
- 4. IF YOU WITHDRAW YOUR CHILD FROM A PROGRAM, THE AMOUNT OF ANY DEPOSITS OR INSTALMENTS PAID ARE NOT REFUNDABLE, EXCEPT IN THE FOLLOWING CIRCUMSTANCES:**
 - a. IF YOU GIVE WITHDRAWAL NOTICE BEFORE SEPTEMBER 1, 2022, AND YOUR CHILD'S SPOT IS FILLED BEFORE DAY 1 OF THE PROGRAM, YOU WILL BE REFUNDED THE TOTAL FEES PAID, LESS: ANY SERVICE FEE(S) PAID, THE APPLICATION FEE, AND 10% OF THE TOTAL PROGRAM FEE ("VACANCY FEE").**
 - b. IF YOU GIVE WITHDRAWAL NOTICE BEFORE SEPTEMBER 1, 2022, AND YOUR CHILD'S SPOT IS FILLED AFTER DAY 1 OF THE PROGRAM, YOU WILL BE REFUNDED THE TOTAL FEES PAID, LESS: ANY SERVICE FEE(S) PAID, THE APPLICATION FEE, AND A VACANCY FEE FOR EACH MONTH IN THE PROGRAM PERIOD WHERE YOUR CHILD'S SPOT WAS NOT FILLED FOR ANY PART OF THAT MONTH.**
 - c. IF YOU GIVE WITHDRAWAL NOTICE AFTER SEPTEMBER 1st, 2022, AND YOUR CHILD'S SPOT IS FILLED BEFORE MAY 1, 2022, YOU WILL BE REFUNDED THE TOTAL PROGRAM FEES LESS: ANY SERVICE FEE(S) PAID, THE APPLICATION FEE, AND A VACANCY FEE FOR EACH MONTH IN THE PROGRAM PERIOD WHERE YOUR CHILD'S SPOT WAS NOT FILLED FOR ANY PART OF THAT MONTH.**
- 5. THERE SHALL BE NO REFUNDS FOR ANY DAYS OR WEEKS MISSED.**

THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT THESE POLICIES WILL BE STRICTLY APPLIED BY THE SCHOOL.

DATED THIS ___ DAY OF _____, 20__.

PRINT name of parent/guardian: _____

SIGNATURE of parent/guardian: _____