

Entrance and Endowment Fee Agreement

Entrance Fee

Non-refundable. Must be paid upon students' enrolment.

Endowment Fee

Paid once. Payment must be made in full once the child has been enrolled at HeadStart. The endowment fee will be refunded on the permanent withdrawal of the student, after deduction of any outstanding amounts owed to the school, providing that the child has been enrolled until the end of the academic school year.

Withdrawal Policy

Parents must complete a Student Withdrawal form and submit this to the school office at least 1 month prior to the last day of the academic year. Refunds are processed at the end of the school year and paid out approximately two weeks after the last day of the academic year.

Endowment Refund

The endowment fee will be refunded on the permanent withdrawal of the student, after deduction of any outstanding amount owed to the school, providing that the child has been enrolled until the end of the academic school year from which he is being withdrawn from and provided a written notice of the student's withdrawal is given to the Registrar 30 days prior to the last day of Term 3.

School Fee Refund Policy

Refund of school Fees paid for Term 1: Written notice of a student's withdrawal must be given to the Registrar 90 days before the first day of Term 1.

Refund of school Fees paid for Term 2: Written notice of a student's withdrawal must be given to the Registrar 45 days before the first day of Term 2.

Refund of school Fees paid for Term 3: Written notice of a student's withdrawal must be given to the Registrar 45 days before the first day of Term 3.

I have read and agree with these conditions as explained above.

Parent Name and signature	Registrar
Student Name	Date