



**Headwaters Academy Offer of Enrollment & Enrollment Package**

**Health Information**

*Permission*

By signing this enrollment package I am indicating that I give staff and/or the volunteers working with Headwaters Academy permission to give first aid to my child as reasonably necessary. I also give permission, in the event that I cannot be contacted in a timely manner, for the principal of Headwaters Academy or his designate to transport or arrange for the transport of my child to a medical facility in the case where diagnosis and treatment is required.

*Medical Concerns/Medications*

Please list any medical concerns/information and medication information that Headwaters Academy should be aware of.

---

---

---

---

---

---

---

---

*Immunization Record*

Please attach your child's immunization record to this agreement.

**Attachments**

Please attach the following records/documents to this agreement.

- \_\_\_ Copy of child’s birth certificate.
- \_\_\_ Copy of child’s previous 3 report cards.
- \_\_\_ Copy of completed interest inventory.
- \_\_\_ Copy of Headwaters Student Agreement, signed by student.
- \_\_\_ Copy of Headwaters Parent/Guardian Agreement, signed by parents/guardians
- \_\_\_ Initial tuition payment (3 payment plan or full year)
- \_\_\_ \$500 enrollment deposit

**Tuition Payments**

*Due Dates*

Families paying tuition via the one payment plan must pay tuition in full by July 1<sup>st</sup>.

Families paying tuition via the three payment plan have the following due dates:

- First installment        July 1<sup>st</sup>
- Second installment     November 1<sup>st</sup>
- Third installment        March 1<sup>st</sup>

***Method of Payment***

Tuition may be paid via cheques only. A \$50 fee applies for NSF cheques.

***Tuition Refunds***

Should a student choose to withdraw from Headwaters Academy the following refund policy applies. All conditions must be met for a refund of tuition fees.

Withdrawal Notice Date	Student Withdrawal Date	Refund
90 days preceding student withdrawal.	Prior to December 31 <sup>st</sup> of the academic year.	The value of 50% of full year’s tuition if full year’s tuition is paid.

	Between December 31 <sup>st</sup> and March 31 <sup>st</sup> of the academic year.	<p>If on installment program and installments are up to date the refund shall be calculated as total payments for academic year minus 50% of total year tuition calculated from the one payment plan.</p> <p>The value of 30% of full year's tuition if full year's tuition is paid.</p> <p>If on installment program and installments are up to date the refund shall be calculated as total payments for academic year minus 20% of total year tuition calculated from the one payment plan.</p>
Less than 90 days preceding student withdrawal		No refund is necessary but the principal shall give due consideration to the circumstances for the withdrawal.
Where a student has been expelled from Headwaters Academy for gross misconduct as defined by the Headwaters Academy Code of Conduct.		No refund shall be given.

**Overdue Payments**

When tuition becomes 14 days overdue interest shall be charged at a rate of 4% per month. The principal or his designate will contact the family, via email or telephone, to discuss the situation and possibly arrange a payment plan.

Where tuition is 30 days overdue the principal has the authority to deny a student attendance at the Academy.

Report cards and letters of reference will not be released to families who have not met their financial obligations.

**Withdrawal from Headwaters Academy & Reenrollment**

Families shall provide at least 90 days written notice to Headwater Academy for a child to be withdrawn.

Reenrollment and deposit must be given by February 28<sup>th</sup> of each year in order to secure a place the following school year. Otherwise students may be placed on a wait list in order of notice and payment.

I/we, as parents or legal guardians of STUDENT, hereby agree to these terms.

PARENT 1 \_\_\_\_\_

PARENT 2 \_\_\_\_\_

PRINCIPAL \_\_\_\_\_