

## Exhibit A: The Clearwater School Enrollment & Tuition Policy

### Payment Guarantor

You, as the “Guarantor” indicated on the Enrollment & Tuition Contract, are responsible for on-time payment of tuition and all charges resulting from the student’s enrollment at The Clearwater School. You are responsible for complying with all provisions of the Enrollment & Tuition Contract, all of these Enrollment & Tuition Policies outlined here, and other relevant policies, procedures, and practices of the school.

### Tuition and Fees

Annual tuition must be paid in full or in ten monthly installments including a **non-refundable enrollment deposit** to be applied toward June’s tuition unless otherwise negotiated through Tuition Assistance. Monthly tuition installment payments are due on or before the first day of each month from September through June, a total of ten tuition payments per school year. Other charges and fees are applied only as incurred (such as late fees or damage repairs).

### Late Fees

A late fee of \$25 is charged each time you miss a payment due date by ten days or more, without prior arrangement. The late fee is applied on the tenth day following the payment due date.

### No Payment Reductions for Non-attendance

All payments are due and payable in full as scheduled, even when the student is absent from school for any reason. No reduction of payments is allowed for absences due to sickness, family vacations, holidays, snow days, other school closings, suspensions, expulsions, or any other reason. Families experiencing a sudden change in financial circumstances may submit a Tuition Assistance application at any point in the school year.

### Payments Due When Your Student Enrolls

There is a **nonrefundable \$300 fee for Visiting Weeks** unless negotiated through Tuition Assistance. Enrollment is only offered after successful completion of a Visiting Week. For newly admitted students, the **non-refundable deposit** is paid when you sign the Enrollment & Tuition Contract, and holds the student’s place. You will then be responsible for the tuition payments that come due during the student’s starting month. If you enroll after the beginning of the school year, tuition will be prorated for that school year. If you change your mind and choose to withdraw after enrolling but before the student starts attending, you may receive a refund for tuition but not the deposit. New students’ initial tuition payments must be paid before they begin attending school.

### One-Year Commitment

Annual enrollment constitutes a one school year commitment from September to June. Upon the signing of the Tuition and Enrollment Contract, you are committing to make payments that come due during the time specified on the contract regardless of attendance.

### Withdrawal & Appeals Process

Under special circumstances, families looking to unenroll may be relieved of their enrollment and tuition contract. In order to request being relieved from their contracts, families must write a formal letter (via email) to the enrollment clerk and attend an exit interview. Enrollment clerks have the authority to relieve families of their

contracts on a case-by-case basis or forward the appeal to School Meeting. Clearwater does not refund deposits or payments already made.

### **Notice of Changes and Deadlines**

Each year, the school will announce enrollment deadlines for continuing students. The annual enrollment deposit is due on this deadline to ensure priority enrollment. School Meeting may make changes before the annual renewal period including tuition rates, fees, these Enrollment & Tuition Policies, and other policies, procedures, and practices, including changes that affect costs and other aspects of enrollment. The school will notify you of the annual renewal date, the fees and tuition rates, and will provide you with a copy of these Enrollment & Tuition Policies each year.

### **Involuntary Termination**

The School Meeting or Assembly may terminate enrollment with cause. In the school's sole discretion, the student may be immediately barred from any further attendance at school. Whether the student actually attends school or not, and whether or not the student is barred from attending, you are required to make all payments that come due until you complete the withdrawal process outlined above. Involuntary termination can occur because the student's account becomes overdue; because the student is expelled by the School Meeting; because the School Meeting or Enrollment Committee finds that the school cannot accommodate the student's needs; or for other causes.

### **Collection of Delinquent Accounts**

The Clearwater School reserves the right to collect delinquent accounts. If payment is delayed without prior communication or the pursuance of tuition assistance, your account will be considered delinquent and the School will initiate arrangements for repayment. If delinquency continues into consecutive months, your student may be barred from attendance until an actionable agreement has been reached.

### **Property Damage and Fines**

You are responsible for costs of loss and damage caused by the student, as determined by the School Meeting's processes and according to such terms as the School Meeting may deem appropriate in each case. Costs may include repair or replacement of materials, furnishings, fixtures, equipment, and other property lost, damaged, or destroyed. You are also responsible for payment of fines levied against the student by the School Meeting in accordance with School Meeting rules. All such costs and fines that are not promptly paid by the student will be charged to the student's account and payable on the next payment due date or within thirty days, whichever comes first, and are subject to late payment fees.

*The Clearwater School is committed to nondiscrimination. We encourage families of all compositions to apply.*

*We do not discriminate on the basis of race, sex, gender, age, color, sexual orientation, religion, disability, national and ethnic origin or identity in administration of our educational policies, admissions policies, loan and scholarship programs, and athletic or other school administered programs.*