

CamdenForward School Admissions, Tuition & Enrollment Policies

Admission Procedures

The admission policy of CFS is to admit students who are entering grades K through 8 regardless of sex, race, color, creed, religion, national origin, gender, or disability. CFS does not discriminate on the basis of race, color, nationality and/or ethnic origin in the administration of its educational programs.

We believe that small class sizes make a nurturing environment in which individual learning styles and individual attention help students thrive. At this time we have one class per grade and a maximum of fifteen students per classroom.

Registration Process

- Attend Open House, which includes a question and answer period, tour and overview of CFS
- Obtain and complete an application packet, which includes application, emergency contact forms, spiritual statement, immunization and health records, dental records
- Parent/guardian must interview with principal or designee
- Review and agreement to mission and vision of CFS including philosophy with signature on policies and procedures
- Child/ren must be formally observed by classroom teacher or designee
- Review and sign off on Tuition Policy and complete FNNA application
- Agree to and pay tuition to designated tuition management company on due date

Agree to complete support hours and participate in school activities and events including attending at least four (4) Parent Teacher Fellowship

Tuition and Fees

Tuition Fees For The 2009-2010 School Year is \$1750.00, which is paid in 10-monthly installments.

The first and last installments are paid in advance as part of the total registration. Once the total registration fees are paid, the remaining installments are due on or before the 20th of each month, beginning in September 2009 and ending in April 2010. All fees are payable by check, money order or debit card to The CamdenForward School. Post dated checks will not be accepted at any time. The total registration fees are due by or before June 5th 2009.

Registration Fees For School Term 2009 – 2010

Grade	Application Fee (Non-Refundable)	Two-Tuition Fees (Sept. 2009 & June 2010)	Activity Fee (Trips Not Included)	Total Registration (2009 – 2010)
K – 8 th	\$60.00	\$350.00	\$25.00	\$435.00

No personal checks will be accepted for registration fees after May 29th 2009. Beginning June 1st 2009, all registration balances must be paid in the form of a money order, certified check or debit card. **THE TOTAL REGISTRATION FEE OF \$435.00 MUST BE PAID IN FULL PRIOR TO STUDENTS BEING ADMITTED TO CLASS IN SEPTEMBER 2009.**

Tuition Grace Period and Late Tuition Fee

Tuition payments are due on or before the 20th of each month (September 2009 thru April 2010). Tuition fees are \$175.00 for the school term 2009-2010.

A \$10.00 late fee will be assessed for payments not received by the final day of each month.

Thereafter families must pay the \$10.00 late fee assessment with that month's tuition payment prior to the student returning to school.

Multiple Student Family Discount

Parents who have more than one child attending The CamdenForward School will receive a monthly discount of \$10.00 starting with the second child. The multiple student discount will also adjust your total registration fee for that student by \$20.00. All registration fees include two months tuition fees.

Refund Policy

All fees paid for the 2009-2010 school year (EXCEPT THE \$60.00 APPLICATION FEE) will be refunded if WRITTEN NOTICE OF DECISION TO WITHDRAW IS RECEIVED IN THE ADMISSION OFFICE ON OR BEFORE TUESDAY – SEPTEMBER 1ST 2009. The \$60.00 application fee is NON-REFUNDABLE OR NON-TRANSFERABLE AFTER SEPTEMBER 1ST 2009. AFTER TUESDAY-SEPTEMBER 1ST 2009 THERE WILL BE NO REFUND OR ANY MONIES FOR ANY REASON FOR THE REMAINDER OF THE 2009 -2010 SCHOOL YEAR.

Return Check Policy

All checks that are returned will occur a \$25.00 return check fee and loss of check writing privileges.

After one return check, all payments must be made in the form of a money order, certified check or debit card for the remainder of the school year.

Late Payment Policy

If tuition or other payments such as fees for the After-School program, late tuition fees, late pick-up fees etc. are not paid on time, we The CamdenForward School reserve the right to:

1. Prohibit a student from attending class.
2. Withhold a student's report card and any other paper work request.
3. Request that the student be withdrawn from school.