

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 other fees and 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, and other relevant policies, procedures, and practices of the school. Before signing an Enrollment & Tuition Contract, you should read these policies and the Contract carefully, since they govern your relationship with the school.

Tuition and Fees

Recurring annual costs include annual tuition paid in full or in ten monthly installments, a nonrefundable enrollment deposit, annual fee and administrative fees if paying installments. Other charges and fees are applied only as incurred.

Payment Due Dates

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. The annual (per child) fee and an administrative fee (per family) for making installment payments is due by **September 1st** of each year. If you pay tuition in full by **September 1st**, you may take a discount of 5% of tuition, and no administrative fee is required. The non-refundable deposit is due by June 1st of each year.

Late Fees

A late fee of **\$25** is charged each time you miss a payment due date by ten days or more. The late fee is applied on the **tenth** day following the payment due date. Late fees may be avoided by making alternative arrangements with the school.

Payments Due When You First Enroll

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. The student’s initial tuition payments must be paid before the student may begin to attend school unless alternate arrangements are made.

One-Year Commitment

With enrollment you are making a commitment to make the payments that come due during the entire school year. ***Even if the student stops attending before the year is up, you still owe tuition and fees according to your payment schedule, for the full school year.*** Tuition paid in full by the student's starting date receives a 5% discount. Tuition paid in installments requires the following payments—all paid at the time of enrollment: a nonrefundable deposit, the annual administrative fee, and the first tuition payment. Each subsequent installment payment is due on or before the first day of the month. In addition, you are committed to pay any other charges incurred.

Tuition Payment Obligation after the First Year

The student's enrollment and your obligation to pay tuition and fees are renewed annually on a schedule that coincides with the school year—September through June. A one-year commitment of attendance and tuition is required each year. This commitment is renewed annually before the end of May.

Each school year the student is enrolled, you are responsible for attending school and making the tuition payments for the entire school year, paid in full or in installment payments.

Annual Reminder

Payments come due on the first day of each month from September through June. Each spring, the school will announce enrollment deadlines for continuing students. The annual enrollment deposit is due on this deadline to ensure priority enrollment, should space become limited.

Notice of Changes

The school may change tuition rates, fees, these Enrollment & Tuition Policies, and other policies, procedures, and practices, including changes that affect costs and other aspects of enrollment on an annual basis. Either the School Meeting or the Assembly may make changes before the annual renewal period. 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.

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.

Suspension and Termination

The School Meeting or Assembly may suspend or 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 through the end of the school year (or the end of your one-year commitment whichever is longer).

Involuntary termination can occur because the student's account becomes overdue; because the student is expelled by the School Meeting as a result of judicial proceedings; because the School Meeting or Admissions Committee finds that the school cannot accommodate the student's needs; or for other causes.

Collection of Delinquent Accounts

You are obligated to make payments on or before the scheduled due dates and the school depends on you to do so. If you fail to make a payment on time, a late fee will be charged. At any time that your account is overdue the school may apply a service charge of 9% per annum, calculated from the payment due date.

If your account becomes one month overdue, you will be given written notice of your account delinquency and if there is no-communication with the school the student may be suspended from school until tuition is paid. If your account becomes two months overdue (if tuition is not paid up by the 10th day of the second month), the student will be barred from attending school from that day forward, until the account is fully paid up.

You will be obligated to pay off your account in full, and you will be obligated to make payments that come due during the remainder of your contract period, even though the student is not attending school. In addition, you will be responsible for the legal fees and court costs involved in collecting your account.

If the student has been barred from attending because of account delinquency, then you will be required to pay off the full account balance and any collection costs incurred by the school, before the student may begin attending again. In addition, at the school's option, you may be required to pay an account reinstatement fee, to re-apply for admission altogether, and/or to pay in advance for the remainder of the current school year. The school does not guarantee re-admission following a lapse in attendance.

Appeals Process

Families who leave the school before the end of their current contract are required to present their reasons in writing to the School. They must also attend a conference with school representatives, or appear in person at a School Meeting to explain their reasons and allow the school to address any outstanding issues. School Meeting will not consider releasing any family from their contract without one of these meetings.

Appeals regarding the tuition policy must be submitted to the enrollment clerks who have the authority to make decisions on a case-by-case basis or forward the appeal to The Clearwater School Assembly.

Property Damage and Fines

You are responsible for costs of loss and damage caused by the student, as determined by the School Meeting's judicial process and according to such terms as the School Meeting may deem appropriate in each case. Costs may include repair or replacement, at the School Meeting's option, 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 and its agencies, 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.

Visiting Week

Every new student must complete a Visiting Week prior to being considered for admission. If you apply for admission during the summer, or when it is too late in the school year to schedule a Visiting Week, the Visiting Week may be scheduled on the first week of the new school year. The Admissions and Enrollment Clerk may permit you to complete most of the enrollment procedures anyway, including execution of an Enrollment & Tuition Contract. However, your enrollment will be contingent on completion of a Visiting Week. In the meantime, in order to hold your place at school, you must pay the annual deposit when you sign the Enrollment & Tuition Contract. The fee for the Visiting Week is non-refundable in all circumstances.