

New Heights School

2010-2011 Letter of Registration

I intend to enroll my child at New Heights School for the 2010-2011 school year. I understand that registration will be complete when I submit this Letter of Registration and the **FULL** registration fee.

Paid registration reserves the opportunity to continue in the enrollment process which includes: receipt and submission of **ALL** enrollment materials, testing, and confirming financial arrangements for tuition. Those who have not completed the enrollment process could be "bumped" from a class that fills with other students who have completed the enrollment process. In the event your student is "bumped" from the class due to enrollment issues (failed placement tests, non-completed paperwork, etc.), all but \$50 of the registration fee will be refunded at the discretion of the administration. If a student cannot be enrolled, the parents will be notified. **There will be no other refunds of registration fees.**

No partial registration payments will be accepted.

The admission/enrollment process will not be complete until **ALL** enrollment forms are turned in. All forms are due **April 1, 2010**.

To ensure classroom space for your student, all current family outstanding balances (with the exception of normal SmartTuition payments) must be paid in full.

Student Information				
Full Name:	First	Middle	Last	Preferred Name:
Student Street Address:				Grade Entering:
City:			State:	Zip:
Home Phone:		Birth Date:	Age:	Gender:
Parent/Guardian Information				
Father's Full Name:				
Street Address:				
City:			State:	Zip:
Home Phone:		Work Phone:	Cell Phone:	Fax Number:
E-mail Address(s):				
Place of employment:			Father's title:	
Mother's Full Name:				
Street Address:				
City:			State:	Zip:
Home Phone:		Work Phone:	Cell Phone:	Fax Number:
E-mail Address(s):				
Place of employment:			Mother's title:	
Academic Information				
Applicant's previous (pre)school(s):				
Payer's Information			Indicate Tuition Payment Plan Type	
Payer's Full Name:			Check your selection:	
Street Address:	If different from student's		<input type="checkbox"/> Annual (one payment – due July 1 st – late payments will not receive 5% incentive reduction)	
City:	If different from student's		<input type="checkbox"/> Two-payments (July 1 st , Jan 5 th – late initial payments will not receive 3% incentive reduction)	
State, Zip:	If different from student's		<input type="checkbox"/> Monthly Installments (Smart Tuition Plan)	
Phone number:	If different from student's			
Relationship:				
Registration Fee (check appropriate box)			<input type="checkbox"/> \$180 for 3K or 4K	<input type="checkbox"/> \$225 for K5 through 6 th grade

Parent Signature

Date

Parent Name - printed

For Office Use Only:

Date Received: _____

Method of Registration Payment: _____ Cash (Receipt # _____)
_____ Check (Check # _____)
_____ Credit Card (Trans. # _____)

Amount: _____
Amount: _____
Amount: _____

____ Enrollment packet provided to family – Date: _____

____ Enrollment packet received by NHS – Date: _____

Notes: _____

**NHS Financial Information
2010-2011**



Class	Registration Fee (due upon registration)	Annual Tuition	Automatic (10) Monthly Payments	Tuition Refund Insurance (due 8/12/10)	Supply Fee / Book Fee (due 8/12/10)	Discovery Pgm Testing Fees * (due 8/12/10)	New Student Testing Fee ** (due upon testing)
2 days/week PRESCHOOL	\$180	1000	100	32.50	80	-	-
3 days/week PRESCHOOL	\$180	1200	120	39.00	80	-	-
5 days/week PRESCHOOL	\$180	2000	200	65.00	120	-	-
Kindergarten and 1 st Grades	\$225	3650	365	118.63	150	60*	50**
2 nd through 6 th Grades	\$225	3850	385	125.13	150	n/a	50**

* One time Discovery Program testing fee for ALL K5 students and 1st graders new to NHS.

** One time assessment fee for K5-6th graders new to NHS.

Sibling Discount: Families with more than one child attending NHS will receive a discount of **5%** per child's tuition.

Tuition Payment Plan Options:

- **Single Payment:** Receive a total tuition reduction of **5%** by paying annual tuition in full by July 1, 2010.
- **Two Payments:** Receive a **3%** total tuition reduction by making 2 Payments on July 1, 2010 and January 1, 2011). Families choosing to make two payments are also required to enroll in Tuition Refund Insurance and Smart Tuition.
- **Monthly Installments:** Annual tuition is broken into 10 monthly installments, from July until April. Families are required to enroll in Tuition Refund Insurance and Smart Tuition.

NHS Financial Information 2010-2011

- **Tuition Refund Insurance (TRI):** Your financial obligation to the school is for the **full annual tuition** as stated in the school's enrollment contract. The school cannot refund tuition or cancel unpaid obligations if your child needs to withdraw during the academic year.

If your student is withdrawn, the TRI will pay benefits (subject to the terms of the policy and the amount insured) to the school, which provides substantial assistance in meeting your financial obligation. See the TRI policy for more detailed information.

Families making single tuition payments are not required to have TRI, but have the option to do so.

- **Processing Fee:** There will be a \$25 per month processing fee for all tuition and fee payments not paid on time.
- **Smart Tuition Enrollment Fee:** A one-time enrollment fee is charged by Smart Tuition in the first payment.

NewHeightsSchool

NHS Important Dates: 2010-2011 Including Registration/Enrollment Timeline	
Jan. 4-15, 2010	Priority Registration for NHS & NHC Families
Jan. 19, 2010 (Tues.)	Registration open to public
April 1, 2010	Completed Enrollment Packets due back to NHS – INCLUDING Smart Tuition enrollment form
July 1, 2010	First Tuition payments due to Smart Tuition (monthly payment option & 2-payment option)
July 1, 2010	Total Single-Payment Tuition due to NHS in order to receive incentive discount.
Aug. 10, 2010	Parent Orientation
Aug. 12, 2010	First Day of School 5K-Upper Elementary
TBA	Pre K Orientation
Aug. 19, 2010	Pre K First Day
Sep. 6, 2010	Labor Day; school closed
Oct. 11, 2010	Columbus Day; student holiday
Oct. 20, 2010	Early Release (11:30 a.m.), Teacher Development
Oct. 25, 2010	Report Cards issued
Nov. 2, 2010	Election Day; school closed
Nov. 23, 2010	Half day – dismissal at 11:30 a.m.
Nov. 24-26, 2010	Thanksgiving Holidays
Dec. 17, 2010	Half day – dismissal at 11:30 a.m.
Dec. 20, 2010 – Jan. 2, 2011	Christmas Break; school closed
Jan. 5, 2011	2nd Tuition Payment due for those on 2-pmt plan
Jan. 5, 2011	Report Cards Issued
Jan. 17, 2011	Martin Luther King, Jr. holiday; school closed
Feb. 16, 2011	Early Release (11:30 a.m.), Teacher Development
Feb. 21, 2011	Student Holiday
Mar. 14, 2011	Report Cards Issued
Mar. 18, 2011	Student Holiday
Apr. 15, 2011	Half day – dismissal at 11:30 a.m.
Apr. 18-25, 2011	Spring Break; school closed (including Easter Monday)
May 26, 2011	Field Day; half-day – dismissal at 11:30
May 27, 2011	End of School Celebration & K5 Graduation; Half-day – dismissal at 11:30