



K-6

# LAUREL SPRINGS AGREEMENT STATEMENT

Laurel Springs School welcomes you to our family of distance learners. This Agreement is intended to make our relationship with you clear, and to set forth some of our policies that will govern that relationship. If you have any questions or concerns that are not answered or addressed in this Agreement, please call our Customer Service Department for further information. Laurel Springs School partners with you to provide educational services and support for each of our students. Your payment plan provides you with enrollment in an accredited school, choice of curriculum (books or online courses), and teacher service. Your fees pay for administration services, counseling options, education support services, ongoing customer service and maintenance of student records, evaluations and transcripts.

## LAUREL SPRINGS PROGRAM

### GRADES K-6

Elementary tuition fees are priced according to grade level, one semester or full year. Includes full enrollment, all course materials, syllabi, teacher services, Learning Style Profile, Diagnostic Assessment, Standardized Testing (grades 1-6 full time, full year students only) and supplemental materials.

- Tuition or other fees may change due to enrollment specials or increase in fees.
- Tuition fees may vary according to the courses chosen.

### PAYMENT PLAN

Laurel Springs families may pay in full at enrollment or take advantage of our payment program of 40% down and monthly payments over 10 months for a two-semester course, or five months for a one-semester course.

- This fee is valued at a fixed amount per course. Paid in full or paid by payment program of 40% down and monthly payments divided into 10 or five monthly payments (two semesters=10 payments, one semester=5 payments). Payment plan fees not paid in full are subject to a \$10 processing fee per month for each month the fees remain unpaid.
- All payments are made by Direct Auto Debit (from a checking account) or a Direct Charge Debit (from a credit card account). A \$25 fee shall apply for any insufficient funds.
- Since the teacher has reserved a space for the student, payment is due each month whether or not work has been submitted to the teacher.
- Enrollment is based on semesters. Students finishing a course or grade level in less time than planned are still required to pay the full tuition for the entire term. Final grades and/or certificates of completion will not be submitted until all outstanding charges are paid in full.
- Students working on a block schedule or at an accelerated pace with Laurel Springs pay in advance.
- Laurel Springs reserves the right to suspend services if monthly payments are not made in a timely manner. A grace period of no more than 10 days shall be allowed. A re-activation fee of \$50 will apply to all suspensions of service. If suspended, all tuition will be due to date and liable each month until a notice of withdrawal is received.
- Laurel Springs reserves the right to withhold issuing transcripts and/or diplomas for any student not in good financial standing with the school.

### EXTENSION FEE (only if necessary) *Due in full at time of extension*

- A student who has not completed her or his course of study within the applicable period following enrollment (semester or year) may request an extension of the completion date, if eligible. A fee shall apply to each extension granted. Final grades shall only be given for work completed within the applicable term, as may be extended. In some extreme cases a full reenrollment may be necessary.

### CHANGING COURSE CURRICULUM

If you choose to change the type of course your child is taking (e.g. online to textbook), or the subject matter being studied (e.g. chemistry to physics) in the first 45 days of enrollment, the full cost of the course being dropped will be credited towards the new course. However, you are required to return any materials for the original course. After 45 days of enrollment, a prorated credit will be applied towards the cost of the new course, based on the enrollment time in the original course.

### YOUR RESPONSIBILITY

To ensure a successful and rewarding distance learning program, each parent is an essential part of her or his child's education. Nationwide studies show that students who receive regular support from their parents do better in school. Parents are responsible for the following:

- Contact your child's teacher(s) on a regular basis.
- Pay for telephone calls to teachers and mailing costs for sending and returning assignments.
- Provide a suitable place for the student to study and help develop a workable schedule to complete assignments.
- Have funds available for monthly direct-debit payments.
- Notify the school of any address, phone number and email changes or leave of absence.
- Know when your child's enrollment will expire. This will prevent services from being canceled.
- Notify the school if an extension or reenrollment is needed to finish a course or grade level.

- Notify the school with a “Written Notification of Withdrawal” to withdraw from Laurel Springs School or drop a course. An official withdrawal form can be found on the Laurel Springs Family Center.
- Read and acknowledge additional policies in the LSS School Directory received in your Welcome Packet, on the LSS Family Center and on our website at [www.laurelsprings.com](http://www.laurelsprings.com).
- Review online Gradebook

## WITHDRAWAL REFUND

- **1-45 DAYS FROM ENROLLMENT START DATE**  
75% of the tuition cost is refundable and will be applied to any remaining balance due.
- **AFTER 45 DAYS OF ENROLLMENT**  
No refund is available and all unpaid balances are due immediately.

### NONREFUNDABLE ITEMS

- Admissions Fee
- Registration Fee
- Senior Matriculation Fee
- Payment Processing Fees
- Customization Fee
- Placement Assessment Fee
- Learning Styles Profile Interpretation Fee
- Shipping and Handling
- Bank Charges
- Books or other learning materials

For full refund and policy information visit the LSS Family Center at [familycenter.laurelsprings.com](http://familycenter.laurelsprings.com) or our website at [www.laurelsprings.com](http://www.laurelsprings.com).

## WITHDRAWAL FROM LAUREL SPRINGS SCHOOL OR COURSE WITHDRAWAL

For any information on withdrawing from Laurel Springs School or a course, please contact your Enrollment Advisor or Customer Service.

Laurel Springs School must receive by mail or fax this Laurel Springs Agreement Statement signed by the parent or guardian as part of the enrollment process.

“I have read, understand and agree to abide by all of the above. I have also read the Laurel Springs School Directory, visited the Family Center and the Laurel Springs website for further information regarding refunds and policies.”

Parent’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

Disclaimer: Parents and students agree that they are fully responsible for independently confirming with third parties the appropriateness of any Laurel Springs School program or course for the purpose intended by the parents or students. Laurel Springs School does not warranty the appropriateness of its curriculum, program, courses or services for any particular purpose and examples of student success stories may not be typical.