



# Hudson Valley Sudbury School

Education that Works

## New Enrollment Contract

2019-2020 School Year

Please complete the following forms and return them to the school prior to enrollment.

- \_\_\_\_\_ Enrollment Contract (one per student)
- \_\_\_\_\_ Payment Plan Agreement
- \_\_\_\_\_ Phone List/Email List Information
- \_\_\_\_\_ FACTS Tuition Management Enrollment Process and Checklist

Please provide immunization records or a completed religious exemption request (form available on request) prior to the first day of school. Students without up-to-date immunizations or an approved religious exemption request will not be allowed to attend school until one or the other is provided.

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**84 Zena Road, Kingston, NY 12401**

[www.sudburyschool.com](http://www.sudburyschool.com)

Phone: 845-679-1002

[office@sudburyschool.com](mailto:office@sudburyschool.com)

Fax: 845-679-3874





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## Enrollment Contract

School Year 2019-2020

### Contact Information

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Race/ethnicity (optional): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
 Address (if diff. from above): \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
 Address (if diff. from above): \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Student Agreement

I wish to attend the Hudson Valley Sudbury School for the 2019-2020 school year. I agree to abide by the By-Laws of the Hudson Valley Sudbury School and the rules and policies adopted by the Assembly and the School Meeting.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian Agreement

1. I/We wish to enroll my/our child at the Hudson Valley Sudbury School for the 2019-2020 school year.
2. I/We agree to abide by the By-Laws of the Hudson Valley Sudbury School and by the rules and policies adopted by the Trustees, the Assembly, and the School Meeting.
3. I/We give Hudson Valley Sudbury School consent to use photographs or video footage of my child for the purpose of promoting the school.
4. I/We agree to pay the tuition and to abide by the tuition policies as stated on the Payment Plan Agreement and Trustee & Assembly Policies.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian initial here to opt-in to membership in the Assembly \_\_\_\_\_

Parent/Guardian initial here to opt-in to membership in the Assembly \_\_\_\_\_

Date enrollment contract received: \_\_\_\_\_

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## Payment Plan Agreement

*for families NOT receiving financial aid*

Student Name: \_\_\_\_\_ Please Circle one: 1<sup>st</sup> child 2<sup>nd</sup> child 3<sup>rd</sup> child

The tuition for the 2019-2020 school year is \$8,616 for the first child in a family, \$6,893 for the second child, and \$6,031 for subsequent children. *If you intend to apply for financial aid, do NOT use this form; send an email to [finance@sudburyschool.com](mailto:finance@sudburyschool.com) to set up a consultation instead and check here: \_\_\_\_\_*

1. I/We agree to pay the tuition. I/We understand that if my/our child withdraws from the school, I am/we are liable for the full tuition as well as all costs associated with the collections process.

2. I/We agree to pay the tuition according to the following Payment Plan Option (select one plan and fill in payment amount and tuition insurance amount):

\_\_\_\_\_ **Annually** – The full amount is due on or before the first day of the 2019-2020 school year.

**Annual Payment Amount:** \_\_\_\_\_

\_\_\_\_\_ **Semi-Annually** – One half of the agreed upon tuition is due on or before August 20<sup>th</sup>, 2019. The remainder of the agreed upon tuition is due on or before January 20<sup>th</sup>, 2020. If this payment option is chosen, a Tuition Insurance fee of 3% of the total tuition will be charged and due with the first payment.

**Semi-Annual Payment Amount:** \_\_\_\_\_

**Tuition Insurance Amount:** \_\_\_\_\_

\_\_\_\_\_ **Monthly** – The payment amount is calculated by dividing the agreed upon tuition by 10 months. Payments are due on or before the 20<sup>th</sup> of the month, from August 2019 through May 2020. If this payment option is chosen, a Tuition Insurance fee of 3% of the total tuition will be charged and due with the first payment.

**Monthly Payment Amount:** \_\_\_\_\_

**Tuition Insurance Amount:** \_\_\_\_\_

3. I/We agree to pay a non-refundable tuition deposit by June 14, 2019. The amount of the tuition deposit is one month's family tuition based on the 2018-19 school year. The deposit will be applied to the last contracted payment(s) of the 2019-20 school year. I/We understand that if this deposit is not received by June 14<sup>th</sup>, we will lose our enrollment slot and may apply to be added to the waiting list.

4. I/We understand that all outstanding debts from prior school years must be paid before my/our child can attend school.

5. I/We understand that if the school does not receive payment of tuition on or before the date it is due, my/our child cannot attend school until the payment is received. The Finance Clerk may grant up to 5 days grace period at his/her discretion.

6. I/We understand that the school uses FACTS, a tuition management company, to collect and process monthly and semi-annual payments. If I/we have chosen a monthly or semi-annual payment plan, I/we agree to abide by their policies and understand that there will be a fee of no more than \$50 payable to the tuition management company.

Signatures:

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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# Hudson Valley Sudbury School

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## Phone/Email List Information

School Year 2019-2020

Student Name: \_\_\_\_\_

Please list the phone numbers and email addresses that you would like to be added to Phone List, Announcements Email List and the Discussion Email List. If your phone numbers or email addresses change throughout the year, please let us know so we can update them.

### Phone List

Phone Number	Title (Home, Student Cell, *name* Work, etc.)

**Announcements Email List** – this is a moderated list for official school announcements such as event announcements, agendas, snow closing announcements, official school requests, etc. This is an important tool for us to provide information to families.

Email Address	Owner of Address

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## FACTS Tuition Management Enrollment

Families choosing not to pay the full tuition up front must enroll with FACTS Tuition Management. Families who receive financial aid must also enroll with FACTS Tuition Management. The process is outlined below:

1. Go to [www.sudburyschool.com](http://www.sudburyschool.com)
2. Under Admissions, click on "Tuition Management"
3. Create an account and then click on the link to [create a payment plan](#).
4. Send an email to [finance@sudburyschool.com](mailto:finance@sudburyschool.com) and tell the Finance Clerk that you enrolled with FACTS Tuition Management. The Finance Clerk will then complete the agreement.

**Please check one of the options below:**

\_\_\_\_\_ We are paying full tuition and we are not receiving Financial Aid; therefore we are exempt from FACTS Tuition Management enrollment.

\_\_\_\_\_ We have completed our FACTS Tuition Management enrollment and have sent an email to the Finance Clerk.

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