

School year
_____ - _____

EARLY SINGLE PAYMENT ENROLLMENT AGREEMENT

Use this form to prepay the full year's tuition at a discount. CAUTION: Beginning April 1, preceding the school year a portion (and beginning July 1, ALL) of the prepaid tuition will be NON-REFUNDABLE (even if you move from Baton Rouge). Carefully read the details of the Cancellation and Refund Policy on page two of this form before completing and submitting payment.

Parents _____ Home Phone _____

Address _____ City _____ Zip _____

Students covered by this agreement:

Name	DOB	Grade (K-12) <small>(in enrollment school year)</small>	<small>(For Preschool Only)</small> Age in years by Sept.30

Payment Schedule Agreement

I (we) agree to make the following payments to Runnels School for the children named above:

- (A) Enrollment Tuition: \$ _____
- (B) Resource Tuition: \$ _____
- (C) Technology Fee: \$ _____
- (D) General Tuition \$ _____

The Resource Tuition must be paid in full with the Enrollment Tuition, Technology Fee and General Tuition or this agreement is invalid and will be returned.

In signing this agreement, here AND ON PAGE TWO, I (we) acknowledge and agree to the above terms and also to the Cancellation and Refund Policy stated on page two of this form.

 Signature of Parent(s)

 Date

 Accepted by Runnels School

 Date

NOTE: Although the total cost for the year is higher, the Monthly Payment Enrollment Agreement may be to your advantage if you learn later of a move from Baton Rouge. Compare the refund policies of the two agreements to determine which is to your family's best advantage.

CANCELLATION AND REFUND POLICY

Please Read Carefully

The children named on page one of this form are enrolled for the full school year indicated, unless the school is notified otherwise **prior to April 1 preceding the indicated school year** by the parent(s) signing this agreement. In the event of such notice, there will be due the school no General Tuition but the Resource Tuition, Enrollment Tuition, and Technology Fee amounts will be forfeited. Any prepaid General Tuition will be refunded within four months of receipt of the written withdrawal. For any enrollment not withdrawn prior to April 1 preceding the indicated school year, the parent(s) signing this agreement is (are) responsible for the full year's Technology Fee and General, Resource, and Enrollment Tuition amounts for each student named, *except in the event of catastrophic illness of an enrolled student* (tuition amounts fully refundable) or upon providing the school sufficient written documentation of a transfer of the family from the greater Baton Rouge area (General Tuition only partially refundable). Prior to July 1 preceding the indicated school year, and upon providing the school sufficient written documentation, transfer of the family from the greater Baton Rouge area will result in refund of a portion of the scheduled General Tuition amount according to the following schedule:

School notified <i>in writing</i> prior to:	Portion of tuition refundable:
April 1	100%
May 1	75%
June 1	50%
July 1	25%

(i.e., April 1 prior to preceding indicated school year.)

On or after July 1 preceding the indicated school year no General Tuition payment is refundable as a result of transfer from the greater Baton Rouge area. To the extent that prepaid annual tuition payments are (partially) refundable, the refund will be issued within four months of the date of the withdrawal notice.

Notice that for any enrollment canceled on or after July 1 preceding the indicated school year, for any reason other than catastrophic illness, there is no refund of an annual TUITION payment. On the other hand, monthly tuition payments scheduled for payment after a move from the greater Baton Rouge area are no longer payable to the school. ***Parents anticipating the likelihood of an out-of-town transfer would probably find it to their advantage to elect the monthly tuition payment plan, unless the forfeited tuition payments would be considered relocation expense by the parents' employers.*** If the likelihood of transfer diminishes and the parents so choose, the payment schedule agreement can be changed from monthly to annual, with credit given for monthly payments made.

Signature of Parent(s)

Date

Mail completed agreement with your check to:

THE RUNNELS SCHOOL

P.O. Box 40444

Baton Rouge, LA, 70835-0444