

# Application Form

Year for the year 20\_\_ 20\_\_ school year

Enrolment number: .....

Name of the child: ..... Gender Male  Female

Date of Birth (Month/Day/Year): .....

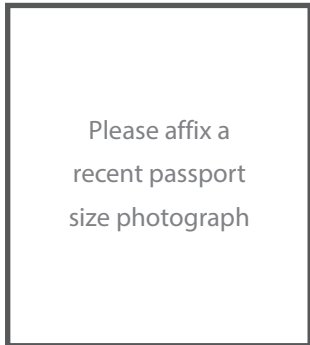
Seeking Admission for the Year 20\_\_ - 20\_\_

Toddler:  Playgroup:  Nursery:  LKG:  UKG:

Current residential address: .....  
.....

Languages spoken: .....

Any special words or names used at home: .....



Father's name:	Occupation:
Email:	Telephone:
Mother's name:	Occupation:
Email:	Telephone:

## IN CASE OF EMERGENCY, PLEASE PROVIDE CONTACT:

Name: ..... Telephone: ..... Relation to child: .....

## TRANSPORTATION

I give my child / ward permission to travel by Fun and Study Learning Center transportation vehicles on or other personal vehicles during the Academic Year. I understand that transportation provided by Fun and Study is free and optional. I may decide and inform the school at that time that my child or ward will / will not participate. I release Fun and Study and its employees, agent, volunteers, contractors and other driver's of transportatoin vehicles from all liabilities. Please contact office for further details on complementary school bus service.

## PHOTOGRAPHY RELEASE FORM

I give permission for my child to be photographed by school's staff members or school appointed photographers during the Academic Year including but not limited to class photos, individual photos and activity photos such as Sports Day, Assemblies, Field Trips etc. I understand that these pictures may be used in school brochures, newsletters, Facebook, school websites and school displays.

## PAYMENT AND REFUND POLICY

The Academic year registration fee is as follows:

- New student registration: \$200
- Existing Student registration: \$100
- Re-registration fees: \$300



## PAYMENT AND REFUND POLICY

- Monthly Tuition Fees are payable before 15th of the prior month.
- The school reserves the right not to enroll any student whose fees are not paid in accordance with the policy.
- Tuition Fee has to be paid for all the months the student has attended. There are no fee waivers for sick days or days off per our school holiday schedule.
- For students leaving the school, one (1) month prior notice in writing must be received by the school, meaning to leave school from March 1st onwards – the notice must be given before January 31st. No exception will be considered for this policy under any circumstances. To join back the school within same Academic Year re-registration fees would be required.
- The school reserves the right to refuse attendance of a student if the required fees are not paid by the due date.
- The Little Elly center reserves the right to add, modify and / or amend the above terms from time to time at its absolute discretion.

## RETURNING STUDENTS

The non – refundable registration fee is payable each year for active students who will continue with Little Elly for the following Academic Year. No extension for re – enrollment will be given if the student has not attended the start of the academic session.

## PAYMENT OF FEES

- Monthly tuition fees of \$575 is payable by 15th of the month. For any delays, \$5 per day late fees will be imposed. For example if February 2017 fees were paid on January 20th, 2017 – the late fee payment would be for 5 days a, i.e., \$25.
- If the student is not potty trained, additional diaper change fees are \$50 per month. The diapers will be provided by the parents.

## AUTO-PAYMENT DISCOUNT:

- We encourage the payment of fees by filling the direct debit forms and provide a discount of \$25 for using this payment method.

## DECLARATION BY PARENT OR GUARDIAN

I have read, understood and agreed to the above admission requirements, fee structure and the terms and conditions contained therein. I understand that this document forms part of the admission documentation required for admission at Little Elly Preschool.

All documents required to be submitted with this application are attached. For required documents not attached, I / We undertake to furnish such documents by the date specified by the center, failing which the admission may be subject to cancellation. This form must be completed and signed before the student can be considered for admission to Little Elly.

I / We have read, understood and agreed to the contents of this form. All the information set out in this application is true and accurate. The school reserves the right to vary or reverse any decision regarding the student's admission or enrollment made on the basis of incomplete, untrue or inaccurate information.

Parent/ Guardian Name & Signature..... Date: .....

**For inquiries please contact,  
Fun and Study Learning Center  
16803 Redmond Way, Redmond WA 98052  
Contact: Bhavana - 347 751 2068 or Nilofer - 713 231 4693**



<b>For Office Use Only</b>	Date of submission:	Enrollment no:
	Registration fee:	Admission for:
	Tuition fee:	Batch and Timings:
		Receipt no:
		Form processed by:



# POLICIES & PROCEDURE

## ADMISSION PROCEDURE

### Eligibility for Admission:

- Most students commence school at the beginning of the Academic Year in September. However, we welcome new registrations throughout the Academic Year.
- In the absolute discretion of the school, priority will be given to children from the neighbourhood or siblings of existing or previous students of the school.
- Students can be admitted only based on available spaces.
- Pre – admission meeting between the center head and the child along with the parents / guardian is mandatory.
- Suitability of the program/school for the child and the degree of preparedness of the child will be assessed. Where appropriate, a review of the child’s performance in the previous school will be undertaken.

### Documentation for Admission:

- Application for admission form and student profile - fully completed and signed,
- Four (4) passport size photographs of the student,
- Letter of Reference (Academic / Behavior) and Report Card from the last school attended – is recommended.

## FEE POLICIES

### Fees for Admission:

#### Admission Fees

- This fee is required at time of admission.
- This fee covers enrollment related administration expenses and annual books cost.

#### Tuition Fees

- This is monthly fee. This is required to at 15th of the prior month. For example, June 1st fees are due by 15th May.
- This fee covers the remuneration of staff and faculty, rent and maintenance expense of the property and costs of facilities for a comfortable student learning experience.

### Direct debit form: (E-Check Automated Payment authorization form)

I authorize Fun and Study Learning Center to initiate either an electronic debit or to create and process a demand draft against my bank account according to the terms outlined below. I acknowledge that the origination of ACH transactions to my account must comply with the provisioning of United States law.

**Terms of Billing:** On the \_\_15th\_\_ day of each month following for the monthly tuition fees.

Bank Information:

Routing Number	
Account Number	
Account Type	<input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Consumer <input type="checkbox"/> Business

This payment authorization is to remain in full force and effect until I, ....., notify Fun and Study Learning Center of its cancellation by sending written notice in such time and in such manner to allow both Fun and Study Learning Center and the receiving financial institution a reasonable opportunity to act on it.

Customer Signature: .....

Customer Printed Name: ..... Date: .....



### Other method of fee payments:

Using below method would require \$25 additional processing fee.

- Option A: Cash or check. Please make checks payable to Fun and Study Learning Center.
- Option B: Online Bank transfer by parents.

Please transfer \$1 as test amount and after confirmation from us, please transfer remaining. (If you do not perform a trial transaction, we will not be responsible for errors in mis-transferred payments.)

The Bank account number and details will be provided upon request

- Option C: From Bank of America using email address funandstudyredmond@gmail.com.

Please transfer \$1 as test amount and after confirmation from us, please transfer remaining. (If you do not perform a trial transaction, we will not be responsible for errors in mis-transferred payments.)

### PROGRAM INFORMATION - TODDLER PLAYGROUP NURSERY LKG UKG

a) **Age Eligibility & Class Size:** For the academic year 2017 – 2018, the student's age will be calculated as of 31st August. The class size is restricted as mentioned;

Grade	Age of The Student As of 31st August 2017			No. of Students Per Session
Toddler	2 year	to	2 year 6 months	08
Playgroup	2 years 6 months	to	3 years 0 months	18
Nursery	3 years	to	4 years	18
Lower Kindergarten	4 years	to	5 years	09
Upper Kindergarten	5 years	to	6 years	09

The admission in Nursery to Upper Kindergarten is based on skills development stage. As necessary, the school performs evaluation at admission. Within first 3 months after enrollment, if needed, the school may request a level up or level down.

### b) Class timings:

Program	Batch 1	Batch 2
Toddler, Playgroup, Nursery	9:00 AM to 11.30 AM	12.30 PM to 03.00 PM
Lower and Upper Kindergarten	09.00 AM to 11.30 AM	12.30 PM to 03.00 PM
Advance class (invitation only)	12:30 PM to 3.00 PM	

