



Sign and initial page 2 and return with enrollment packet, one per family

DEADLINES FOR PRIORITY ENROLLMENT

Priority Group	Application Deadline
Current students	December 20, 2017
Siblings of current or former students	December 21, 2017
Beginning January 4, 2018, new applicants, late enrolling returning students, and siblings will be processed in the order completed enrollment applications are received.	

ENROLLMENT FEES

An Enrollment Fee in the amount of \$500 is due with a completed Enrollment Form. **Returning families with multiple applicants are only responsible for ONE \$500 Enrollment Fee.** Enrollment fees are a portion of tuition and applied to your final invoice. Enrollment fees are non-refundable unless Bergman Academy does not have space for the child or if the child's application is not accepted.

APPLICATION PACKAGE FOR ENROLLMENT

Each student will only be considered for enrollment if:

- Enrollment Form is completed and returned to the office
- Enrollment Fee & Tuition Policy is signed and returned to the office
- Enrollment Fee is paid in full
- All tuition and fee payments are current

Bergman Academy retains any and all discretion in the admission process.

TUITION

The following tuition policy is for the 2018/19 academic year. The academic year is defined from July to June. All policies, prices and fees shall automatically continue until updated by the Board of Directors.

Classroom	2018 / 2019 Tuition
Full Day Instruction (Preschool – 8 th Grade)	\$9,250

- Family Discount: Three or more children in the same family receive 20% off one child's tuition.
- Additional Fees: Tuition does not include before/after care, optional enrichment clubs, technology devices, or our 7th-8th grade out of town field trip.
- Included Fees: Tuition includes all other fees including classroom supplies, field trips, and spirit day shirts.
- No refunds are given for holidays, vacations, or absences of children.

TUITION PAYMENT SCHEDULE

We encourage families to pay tuition in full at the beginning of the year. Tuition shall be paid by one of three methods:

Payment Method	
Paid in Full by July 10 th	2% discount or credit card fee waived
3 Installments	1/3 due each July 10 th , October 10 th and January 10 th
10 Monthly Installments	Due monthly from July 10 th – April 10 th

- The Enrollment Fee will be credited to the April Tuition payment if the child is enrolled at that time.
- Visa / MasterCard / American Express tuition payments will be assessed a fee of 2.25%.
- A late charge of \$40 will be assessed on any balances not paid by the 10th of the month in which they are due.
- Returned check fee of \$20 will be assessed on any check returned for insufficient funds.
- Tuition and Fees are subject to change.

MID-YEAR TRANSFER

Students transferring to Bergman Academy during the academic year will be accepted on a first-come basis, or in order of the waitlist, based on openings for the class desired. Appropriate documentation of the student's academic experience including a Teacher Recommendation Form will need to be provided, along with the student's current school transcript. Tuition will be charged on a pro-rated basis for partial year enrollment as determined by the Finance Manager.

TUITION DUE UPON WITHDRAWAL

Bergman Academy must make its annual contractual obligations based on enrollment. If a student withdraws from Bergman Academy voluntarily, tuition shall be owed according to the following schedule:

Withdrawal Date	Tuition Owed
Before May 31, 2018	40%
June 1 – July 31, 2018	70%
On or after August 1, 2018	100%

- In accordance with a change in tuition policy from last year, 40% of tuition shall be owed upon withdrawal before May 31, 2018.
- The date of withdrawal shall be the date that Bergman Academy receives written notice of the withdrawal.
- Extenuating circumstances that will be considered by the Board include, but are not limited to, the death of a family member, material change in family income or a change of address of considerable distance.
- Disagreements with a teacher or teaching philosophy are not considered extenuating circumstances.

I have read and understand the Enrollment Fee & Tuition Policy including my responsibility for Tuition Due Upon Withdrawal: _____ **(initial here)**

Student Name(s): _____

Name of Person(s) Responsible for Tuition Payment: _____

Address of Person(s) Responsible for Tuition Payment: _____

Signature(s) of Person Responsible for Tuition Payment: _____

BERGMAN ACADEMY INTERNAL SCHOLARSHIP FUND

I would like to donate towards the tuition of a Bergman Academy student with financial need. I pledge: \$ _____

Pledges can be fulfilled either in whole, in parts, or through monthly payments. Checks, school billing, or credit cards are accepted for payment. Donations are tax-deductible. Please contact Financial Manager, Melanie Owens at mowens@bergmanacademy.org to arrange your preferred payment plan.

If eligible for employer matching, please list your company name: _____