

I/We acknowledge that iCreate Collaborative is wholly dependent on families paying tuition to fulfill its financial obligations and operating expenses. I/we therefore commit to arrange for full payment of the tuition and fees for full or part time tuition. Parents, guardians, or other persons responsible for payments should read all the provisions of this contract, complete the required information, sign and return the contract to iCreate Collaborative.

A student is accepted for enrollment when the contract has been delivered to iCreate Collaborative, signed by the student's parent / Guardians / responsible person and data, and the non-refundable tuition payment has been paid. No amendment to this contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of both parties.

In consideration of the acceptance of this contract by the start date agreed upon, the undersigned agrees to pay the required total tuition for the entire Academic Year. So long as tuition payments are not delinquent, students are enrolled at iCreate Collaborative.

Enrollment is conditional upon the following terms:

- Acceptance of enrollment constitutes an agreement to pay the entire academic year's tuition (unless you enroll after the start of the school year.)
- The student and the student's family agree to comply with and are subject to the rules and policies as set forth in the iCreate Collaborative contract, as amended from time to time.
- Tuition is collected either via a one time payment or 9 monthly payments.
- A card fee of 2.95% + \$1.25 per transaction will be charged if paid online/with autopay with a credit card or any form of digital payment (such as from a scholarship payment). A fee of \$1.25 per transaction is charged if paid with an e-check.
- An account is considered delinquent if not paid within 10 business days of the due date. A late payment fee of \$20 will automatically be charged to your account 5 days after the due date. Whenever a tuition or fee account becomes past due for a period of 10 days from its due date, then the student will be excluded from the premises until the delinquency is cured. If the delinquency is not cured within an additional 30-day period, the student will be dismissed. In all events, the first tuition installment must be paid on or before the first day of school or the student's place will not be reserved and the student will not be enrolled at iCreate Collaborative. A fee of \$35 will be charged for all checks returned for insufficient funds. Upon a second occurrence of an insufficient funds check, all subsequent payments must be made in cash or autopay.

- Tuition is not reduced for time away from classes. The full month of tuition is due regardless of days a student has missed due to illness or vacation, spring break, Christmas break and other school holidays.

Early drop off / Late pick up fees

It is the parents' responsibility to ensure that children are not dropped off before 9:15 am on Tuesdays and Thursdays and are picked up by 3:45 pm on Tuesdays and 12:45 pm on Thursdays unless they are staying for later classes or unless other arrangements have been made beforehand. If you drop your child off before 9:15 am, or if you do not pick up your child within 15 minutes of the end of classes, alternate arrangements must be made. An additional fee of \$1 per minute (minimum \$5), may be invoiced to the responsible party for students who are not dropped off and picked up according to these specifications.

Refund Policy

The registration fee is non-refundable. You are committing to pay tuition agreed to for the entire year with this contract. If there are extenuating circumstances, these can be reviewed on a case by case basis by our lead team. We will do our utmost to work with you while also taking into consideration our program needs.

Tuition less a 10% fee can be refunded through the third Monday after classes begin. After that, you may sell your class spot if you need to get out of your contract.

Right to Terminate

iCreate Collaborative reserves the right to terminate enrollment at any time if it is determined that: iCreate Collaborative cannot effectively meet the needs of your child; your child is a danger to himself / herself or to others; your child damages or steals property; or your child disturbs or disrupts other students or staff.

I/we, the parent(s)/guardian(s) of the student(s) listed for enrollment indicate my/our acceptance of this agreement in its entirety and acknowledge that if I/we are out of compliance with any of the aforementioned "Partnership" statements, my/our child(ren) may be dismissed from iCreate Collaborative unless the non-compliance is resolved.