



Echelon Academy

ENROLLMENT PACKET

All paperwork must be submitted before the student can attend Echelon Academy.

PLEASE COMPLETE THE FOLLOWING FORMS AND RETURN THEM TO:

Echelon Academy
900 Olney-Sandy Spring Road
Sandy Spring, MD 20860
admissions@echelonacademy.com

Questions concerning these forms should be directed to the Director, Kelly Mazzeo.

kellymazzeo@echelonacademy.com

V: 301-570-0999

F: 301-570-4119



Echelon Academy

ADMISSIONS CONTRACT

THIS ADMISSIONS CONTRACT is entered into by and between Echelon Academy, a Maryland Corporation hereinafter referred to as “Echelon” and _____ Parent(s)/Legal Guardian(s), etc. hereinafter referred to as “Sponsor” IT IS HEREBY AGREED AS FOLLOWS:

1. Student Information: The name, birth date, and social security number of the student are as follows:

Student Name: _____ DOB: _____
Social Security #: _____

2. Sponsor Information #1:

Name of Sponsor: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____ Fax: _____ Email: _____

Sponsor Affirms that Sponsor is the legal (Check appropriate Box) of the student:

____ Parent(s) with ____ full ____ joint ____ physical custody of the student
____ Guardian(s) with ____ full ____ joint ____ physical custody of the student

Sponsor Information #2:

Name of Sponsor: _____
Street Address: _____
City, State, Zip: _____
Phone Number: _____ Fax: _____ Email: _____

Sponsor Affirms that Sponsor is the legal (Check appropriate Box) of the student:

____ Parent(s) with ____ full ____ joint ____ physical custody of the student
____ Guardian(s) with ____ full ____ joint ____ physical custody of the student

3. Sponsor hereby enrolls student in Echelon Academy according to the terms of this Admission Contract.

4. It is understood and agreed that Echelon Academy’s acceptance of any student is based upon its sole discretion.

✓ **SPONSOR INITIALS** _____



Echelon Academy

August 2016 to June 2017 Tuition

Elementary School (Kindergarten-5th Grade): \$20,500

Middle School (Grades 6, 7, 8): \$27,000

Upper School (Grades 9, 10, 11, 12): \$30,000

- *** Payment Plans are Available**-One-time payment, two installments, or 10 monthly payments

The following fees are due in full prior to enrollment. Please check the tuition fees that apply to your child's grade level.

- \$600-Registration Fee
- \$2,050- June Deposit –Kindergarten-5th Grade
- \$2,700- June Deposit -6-8 Grades
- \$3,000- June Deposit -9-12 Grades
- \$_____ - August Enrollment Tuition
- \$100-Books and Supplies
- \$100-Field Trip Fee
- \$30-Uniform/short sleeve polo (additional uniforms are optional and may be ordered separately)

If a student withdraws from school, that month's tuition plus the remaining yearly tuition is due immediately. The June payment is non-refundable.

The following terms are available:

PLAN 1:	After Deposit, One payment option: Due July 1, 90% of annual tuition
PLAN 2:	After Deposit, Two payment option: Due July 1, 50% of annual tuition Due December 1 40% of annual tuition
PLAN 3:	After Deposit, Tuition balance is paid in Nine equal monthly installments on: July 1, 2016, August 1, 2016, September 1, 2016, October 1, 2016, November 1, 2016, December 1, 2016, January 1, 2017, February 1, 2017, and March 1, 2017. A non-refundable \$500 finance fee will be charged for this option.

A 3% fee is added to all debit/credit card payments. A 10% fee is added to any late payment.

Entering into an enrollment contract obligates you to pay the full amount of annual tuition and fees regardless of a student's withdrawal, absence or dismissal from the school at any time throughout the year. I/We agree to pay the above yearly tuition.

Parent's Signature

Date



PAYMENT: Payment is due at the first of each month, at the following address:
EA, 900 Olney-Sandy Spring Road, Sandy Spring, MD 20860.

RECEIVED FROM (SPONSORS), the sum of \$ _____, as
payment for Registration Fee, including all testing and assessments, First Month's Tuition, (1) EA Uniform
Shirt, Lunch Account, Field Trips, and Student Books/Supplies. ***A 10% fee is added to any late payment.***

30-Day Introduction Period of Enrollment

Echelon Academy and Sponsor are provided the option to terminate student enrollment at their discretion during the first 30 days of attendance at Echelon Academy.

Sponsor understands that if the student voluntarily leaves Echelon Academy or Echelon does not feel there is an appropriate educational match, pursuant to the terms of this Admissions Contract, Sponsor is still liable to pay Echelon for 1 full month tuition and registration fee, notwithstanding that the student will no longer be in the Echelon program.

✓ **SPONSOR INITIALS** _____





CREDIT CARD POLICY

For your convenience, Visa and Master Card may be used for the following:

1. Registration Fee.
2. Tuition
3. Clothing Items etc.
4. Books and Supplies
5. Field Trip Fee
6. Lunch Account

A 3% finance charge is added per transaction.

POLICY FOR CREDIT CARD USE: In the event that your child is in need of items 3-5, as noted above, a call will be made to you to authorize the purchase. Echelon will then purchase the item and we will bill your credit card. In the event that a credit card is not available for purchasing the items mentioned above, those purchases will be made by Echelon and you will be billed for the items that your child needed.

Credit Card #: _____ Expiration Date: _____

Credit Card Type: _____ CVC Code: _____

Account Address: _____

Signature of Cardholder: _____

✓ **SPONSOR INITIALS** _____



COLLECTIONS: Under this contract it is understood and agreed that when (SPONSORS) is/are in default of past due charges and monthly installments, (SPONSORS) agree to pay all attorney's fees, all court costs, filing fees and charges or commissions of fifty percent that may be assessed by any collection agency retained to pursue this matter.

ATTORNEY'S FEES: In the event that Echelon shall prevail in any legal action brought about by either party to enforce the terms hereof or relating to this contract or services, Echelon shall be entitled to all costs incurred in connection with such action, including reasonable attorney's fee.

Waiver and Indemnification: Sponsors hereby waive any and all claims which may arise as a result of the student's participation in the program, including claims that Echelon or its personnel have been negligent, including but not limited to, all liability for personal injury and/or property damage. Sponsor further more agrees that Sponsor will indemnify and hold harmless Echelon from any and all claims, causes of action, or suits filed or asserted by third parties on behalf of themselves and/or on behalf of the student in connection with the services of Echelon provided to the student under the Admissions Contract and/or by reason of the acts or omissions of the student including, but not limited to, claims asserting that Echelon was negligent in its care, management, or control of the student.

Legal Fees: The parties hereto agree that Echelon shall be entitled to legal fees for the enforcement of this Admission Contract, or any of its provisions, including such fees as are incurred upon appeal and whether or not suit is filed, including, but not limited to, attorney's fees for enforcing any waivers and indemnifications, and attorney's fees for collections of amounts due hereunder.

Authorization for Release of Information: The Sponsor and the student release any communication between requested psychologists, medical doctors, hospitals, treatment centers, counselors, therapists and /or others that have counseled or treated the student and whose names have been provided to Echelon, regarding medical or psychological, history, diagnosis, treatment or disability to Echelon personnel. Sponsor and the student agree to execute any additional forms necessary for Echelon to obtain such information.



Consent to Release

Form has been signed by the Sponsor (Consent to Release Form has been provided in the Enrollment Packet).

DEFAULT: Any failure by (SPONSOR) to pay monthly installment when due, or perform any term hereof, shall, at the option of Echelon be subject to a lien on all unpaid monthly installments in favor of Echelon, for payment of all sums due hereunder, to the maximum extent allowed by law. In the event of a default by (SPONSOR), Echelon may elect to (a) continue the contract in effect and enforce all his rights and remedies hereunder, including the right to recover weekly installments as they become due, or (b) at any time, terminate (SPONSORS) contract hereunder and recover from (SPONSOR) all damages, he/she may incur by reason of breach of the contract, including the cost of recovering the monthly installments plus interest, and include the worth at the time of such termination, or at the time of an award if suit be instituted to enforce this provision. If the monthly fee is not paid in full by the (1st) first of the month as set forth above, a late charge will be incurred at the rate of 10%. Further, any monies that may be due and owing will bear interest at the periodic rate of 1.5% per month (annual percentage rate of 18%).

Law: This Admission Contract shall be governed by the laws of the State of Maryland.

Echelon Representative

Date

(SPONSOR) and Echelon enter this agreement on this ____ day of _____, 20__

Signature of Sponsor _____
(Father /Guardian)

Signature of Sponsor _____
(Mother /Guardian)



Echelon Academy

REPORT RELEASE FORM

Dear Parent/Guardian,

Please complete this form if you are working with an attorney, educational advocate, therapist, physician, or other professional who can provide additional information about your child.

To: _____ **Re:** _____
Name _____ **Student's Name** _____
Title _____ **DOB** _____
Address _____
Phone _____ **email** _____

You are hereby authorized to release records, evaluations, reports, transcripts, verbal, electronic (email), and other information for my child named above to Echelon Academy.

_____ **Educational** _____ **Occupational/Physical Therapy Report**
_____ **Medical** _____ **Psychological**
_____ **Speech/Language** _____ **Other** _____

Echelon Academy is also authorized to release verbal and written information to you, regarding the above-named student.

Parent/Guardian Name _____
Signature _____ **Date** _____



Bullying Prevention and Intervention Plan

Student-Parent Contract

Parents/Guardians:

I, the undersigned, have read and agree to uphold the guidelines as stated in the Bullying Prevention and Intervention Plan. I understand the regulations and guidelines of the school and agree to abide by and support the contents of this Plan. I understand that failure to comply with the school's policies will result in disciplinary action at the discretion of the principal.

Students:

I, the undersigned, understand the Bullying Prevention and Intervention Plan and agree to do my best to make the right choices at school.

Student Name (print full name)

Date

Student Signature

Parent Signature

Telephone

E-mail

Parent Comments:



Echelon Academy

CLOTHING ORDER FORM

Student Name _____

Description		Size	Price	Quantity	Amount
Short Sleeve Polo	Youth	S M L XL	\$28.00		
Short Sleeve Polo	Adult	S M L XL	\$30.00		
Long Sleeve Polo	Youth	S M L XL	\$31.00		
Long Sleeve Polo	Adult	S M L XL	\$33.00		
PE Mesh Shorts	Youth/Adult	S M L XL	\$26.00		
PE Short Sleeve T-Shirts	Youth/Adult	S M L XL	\$18.00		
Crew Neck Sweatshirt	Youth	S M L XL	\$34.00		
Crew Neck Sweatshirt	Adult	S M L XL	\$34.00		
Hooded Sweatshirt	Youth	S M L XL	\$34.00		
Hooded Sweatshirt	Adult	S M L XL	\$36.00		
Zippered Hooded Sweatshirt	Adult	S M L XL	\$42.00		
Sweatpants	Youth	S M L XL	\$27.00		
Sweatpants	Adult	S M L XL	\$29.00		
Quarter Zip Fleece	Youth	S M L	\$42.00		
Quarter Zip Fleece	Adult	S M L XL	\$42.00		
TOTAL					

Cash Amount _____ OR Check# _____

Checks payable to: Echelon Academy

