

The Langley School

Enrollment & Payment Plans - Frequently Asked Questions

The terms and conditions of enrollment with The Langley School are contained in the Membership and Tuition Agreement. This FAQ is provided to help families with questions about the enrollment process. It does not replace or modify the Membership and Tuition Agreement or Tuition Refund Plan materials printed by A.W.G. Dewar.

Tuition Payment Plans

The Langley School has the following three payment plan options:

- | | | | |
|---------------------|------------------|---------------------------------------|------------------------------|
| 1) Annual Plan | 10% due date TBD | 90% due 6/5/2017 | |
| 2) Semi-annual Plan | 10% due date TBD | 60% due 6/5/2017 | Enrollment in FACTS required |
| 3) Monthly Plan | 10% due date TBD | 9 monthly payments beginning 6/5/2017 | Enrollment in FACTS required |

	Total Tuition	10% Deposit w/ Contract	Annual Plan	Semi-Annual Plan		Monthly Plan
			90% Due Jun 5, 2017	60% Due Jun 5, 2017	30% Due Jan 5, 2018	Monthly* (Jun 2017-Feb 2018)
Preschool	\$15,100	\$1,510	\$13,590	\$9,060	\$4,530	\$1,525
Junior Kindergarten	\$23,720	\$2,372	\$21,348	\$14,232	\$7,116	\$2,396
Grades K-5	\$34,400	\$3,440	\$30,960	\$20,640	\$10,320	\$3,474
Grades 6-8	\$35,920	\$3,592	\$32,328	\$21,552	\$10,776	\$3,628

*Includes fee of approximately 1% of remaining tuition balance (PS: \$135, JK: \$215, K-5: \$310, 6-8: \$325)

Note: FACTS charges a fee of \$30 for missed payments.

Deposits and Withdrawals

1. Is the 10% deposit refundable?

Deposits are non-refundable. The 10% deposit buys your child the option to attend the school next year. Once the deposit and contract are received, your child is enrolled. If you withdraw in writing prior to June 1, 2017, you will not be held responsible for the full tuition, but you do forfeit your non-refundable deposit.

2. Do both spouses/guardians have to sign the contract?

The Langley School strongly prefers that both parents/legal guardians sign the enrollment contract. However, only one signature and the 10% deposit are needed to hold your child's seat. Only those parents/guardians who sign the agreement will have the rights and responsibilities of membership.

3. If we withdraw on X date, what is our responsibility?

Withdrawals must be submitted **in writing** to the Admission Office. Verbal withdrawals or withdrawals not communicated directly to the Admission Office by the deadline will not release obligations under the Membership Agreement. Your tuition obligation depends on when you withdraw:

Written withdrawal received by Admission Office:	Tuition obligation:
Before 4:30 p.m., June 1, 2017	10%
After 4:30 p.m., June 1, 2017	100%

NOTE: Time is of the essence when communicating withdrawals. The family is solely responsible for ensuring the written notice of withdrawal is received by the Admission Office by the deadline.

Tuition Refund Plan

1. What is the Tuition Refund Plan (a.k.a. tuition insurance)?

This plan insures a portion of your tuition obligation to the school in the event of a withdrawal before completion of the school year. It is offered to all families through A.W.G. Dewar. See the pamphlet enclosed in this enrollment packet.

Note: There is no coverage from June 1, 2017, until the 14-day attendance requirement noted below is met; therefore, you are financially obligated for the full tuition from June 1 through the 14th calendar day of school. The plan covers up to 60% of the unused portion of the year for non-medical withdrawals.

2. How do we participate in the Tuition Refund Plan?

Indicate your participation in the plan by checking box A or B after Section H of the Membership and Tuition Agreement. Participation is assumed if no box is checked on the agreement. **It is required for families choosing the monthly payment plan.**

3. What does it cost? How do I pay?

The premium for the plan is 1% of total tuition. You will be billed for tuition insurance after the registration process is complete. The full premium is due 30 days from billing. It is not billed through FACTS and should not be included in the balance due on FACTS Agreements.

4. What if I change my mind about participating in the Tuition Refund Plan after submitting the contract?

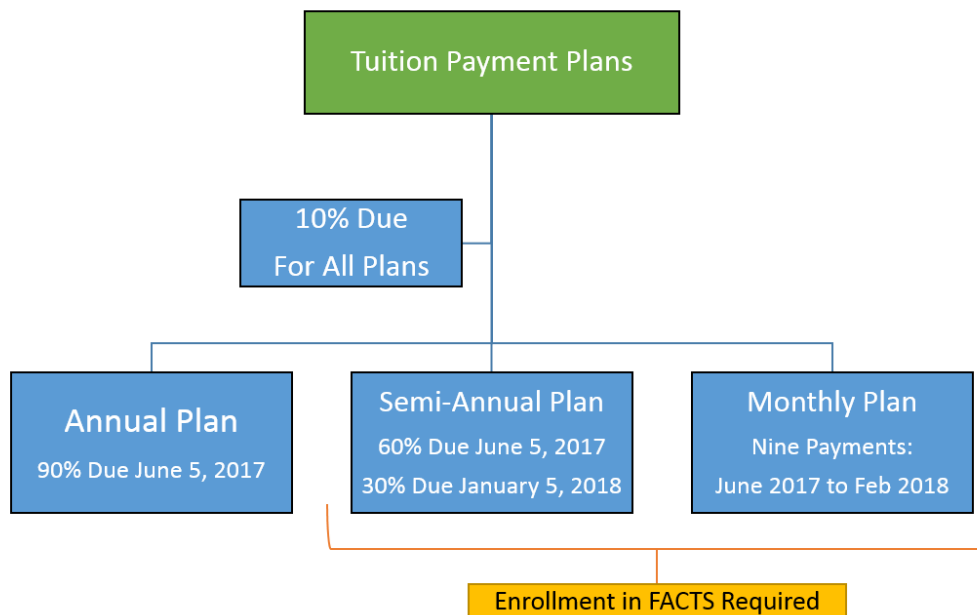
Contact Greg Salomone in the Business Office at (703) 848-2783 or gsalomone@langleschool.org. If you opted out of coverage in your Membership Agreement, you must contact Greg by August 18, 2017. You may not enroll after that date.

5. When is coverage effective under the plan?

Withdraws for medical reasons: From August 1 through the last day of the academic year.

Withdraws for non-medical reasons: For the entire academic year (**after meeting the 14-day attendance requirement**). To meet the attendance requirement, students must be enrolled and attend The Langley School consecutively the majority of each school day from the first day up to and including the fourteenth calendar day from the start of school.

Who must register on FACTS?



FACTS enrollment can be completed online at www.langleschool.org. Click on the link for "FACTS Enrollment" at the bottom of the homepage. Registration can be completed any time after March 1, 2017 and through online by March 24, 2017. For help, click on the help button at the top of the screen or feel free to call FACTS at (866) 441-4637. **All online enrollments are reviewed by the Business Office once you submit the agreement. Dollar amounts are added and any errors are corrected before they are finalized and sent to FACTS.** If you have any questions regarding the FACTS enrollment process, please contact the Business Office at (703) 848-2783. Semi-annual and monthly payment plans can be paid via American Express, MasterCard or Discover through FACTS. FACTS charges a bank convenience fee of 2.85% of the total credit card transaction.