



SOUTHFIELD INSTITUTE



The highest standard of academics, spirit, and humanism

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For 2025-2026 School Year
ADMISSION AND FINANCIAL AGREEMENT
BETWEEN SMILES AROUND US ACADEMY/SOUTHFIELD INSTITUTE

Date: _____

Parent's/Guardian's name: _____

Student's name: _____

This Admission and Financial Agreement is made between SOUTHFIELD INSTITUTE/SMILES AROUND US ACADEMY and the parent(s)/legal guardian(s) of the student. In consideration of the services provided by SOUTHFIELD INSTITUTE/SMILES AROUND US ACADEMY, the parent/guardian agrees as a condition of enrollment of their child, to abide by the terms and conditions of this as follows:

1. The parent will pay the school all applicable registration, security deposit, tuition, and other fees as described in Tuition and Fees Schedule and the Financial Agreement in the manner and at the time required therein.
 - 1.1. All payments, including tuition, extracurricular activities, and all other fees must be made between the **25th and 1st of each month**. **There will be a 5% late payment fee for all payments that are not submitted on time.** **No payments are refundable.**
 - 1.2. Parents with individual payment schedule or any discount authorized by the school's owners must remit their payment on time. **If payments are late, discounts will no longer be valid.**
2. No refunds for any reasons are given.
3. Families agree that parents and children are required to comply with all health, safety, and discipline policies of the school. Parents will cooperate fully with the school to ensure full compliance with all rules and policies.
4. Parents agree that enrollment can be terminated by either party without cause and that the parent is responsible for any fees and costs incurred prior to termination of enrollment.

(over)

5. Parents (and visitors) will not be allowed into the school building, except in the case of emergencies. Parents entering for early pick up of students or belongings must email in advance.
6. Uniform is required by the school for all students grades K through 8. Students must wear uniforms at all available times. However, because hygiene is a priority if you don't have a uniform, please wear clothing that is of similar color.
7. Parents agree to keep the school informed on any medical or behavioral issues of their child throughout the whole time of the child's enrollment. Parents agree to pay for any property damage resulting from their child's actions.
8. Parents agree that the school cannot be responsible for child's lost or damaged property.
9. Parents agree that any complaint they may have concerning the school will first be directed to the Academy's administration and not other parents or students. If parents are dissatisfied with the administration handling the conflict, conflict resolution will be left to the school's board of directors.
10. Parents understand and agree that violations of the school's discipline policy, safety procedures, or this Admission and Financial Agreement by parents or students may result in termination of student's enrollment.

Sign below to acknowledge that you have read and understood the contents of the Admission and Financial Agreement

☐ I agree to pay \$ _____ monthly from 4:00PM-6:00PM for afterschool.

Signature

Print Name

Date

Choose one of the following options:

☐ I agree to pay \$ _____ monthly, for school tuition.

☐ I agree to pay \$ _____ per year, as of 08/25/25, for school tuition.

☐ I agree to make 2 payments of \$ _____ on 08/25/25 & 12/23/2025, for school tuition.

I have read, understood and agree to abide by the terms and conditions listed in the Admission and Financial Agreement above.

Signature

Print Name

Date