

Enrollment and Financial Agreement

First Presbyterian Preschool is a nonprofit, 501 (c) (3), and operates solely on funds provided by tuition and fees. To accept an offer of admission, a non-refundable, non-transferrable application fee (new student)/registration fee (returning student), along with a signed Enrollment and Financial Agreement must be submitted.

I understand that my obligation to pay the tuition for the full academic year is unconditional and that after July 1, 2026, no portion of said outstanding tuition will be refunded or cancelled in the event of absence or withdrawal of the enrolled student from First Presbyterian Preschool (FPP). FPP reserves the right to change school schedules, personnel, policies, procedures, rules, regulations and practices as deemed appropriate by the Director and/or the Board of Directors.

It is further agreed that enrollment, as specified within this Enrollment and Financial Agreement, may be cancelled by the parents or guardian in writing prior to July 1, 2026, if it becomes necessary to withdraw a child from the Preschool due to relocation outside the metropolitan Atlanta area. You may receive a tuition refund, less an administrative fee equal to 25% of the total tuition amount, and you will be released from any subsequent payments **if** and **only** if all of the following conditions are met:

1. Withdrawal of the child is necessitated by the family's moving outside of the Metropolitan Atlanta area (Fulton, DeKalb, Gwinnett, Cobb, Clayton, Butts, Cherokee, Douglas, Fayette, Forsyth, Henry, Newton, Rockdale and Walton counties)
2. Written notice is given before July 1, 2026. Enrollment/annual tuition received after July 1, 2026, is non-refundable regardless of circumstance.

If enrollment is cancelled after July 1, 2026, parents or guardian financially responsible for the student are obligated to pay the full annual tuition. The

payment of tuition in installments does not deem this to be a fractional contract.

FPP reserves the right to terminate enrollment of any student when tuition is ten (10) or more days late.

A late fee of \$100 will be assessed on payments received after the specified annual tuition due dates. Due dates are included in the registration form.

Overdue accounts must reconcile their tuition obligations before registration for the upcoming school year will be accepted.

School recommendations will not be sent to other schools in the event of overdue accounts.

Students will not be permitted to begin school until accounts are up to date, and the appropriate paperwork (medical, emergency, etc.) has been submitted.

If you pay via check, the check should be made payable to First Presbyterian Preschool. Cancelled checks should serve for receipts; however, if either parent's place of employment will not accept the cancelled check and needs a receipt (i.e. tax saver accounts) you may request one by emailing preschool@firstpresatl.org

For tax purposes, our Federal Tax ID number is: 58-0566180.

Please include the student's name(s) on all payments.