

Bus Registration Terms and Conditions

***Deposit**

The Bus Registration Form is due by Saturday, March 19, 2011 along with a non-refundable \$250.00 deposit. You must submit both the Bus Registration Form and the deposit to request a seat. The school will not hold a seat pending deposit/payment.

Payment/Fees

Payment for the bus may be made by check for the full amount (less deposit received) due by June 1, 2011, or by incorporating the fee into any of the tuition payment options. Failure to pay in full or by FACTS will result in the forfeiture of both the deposit and seat. In the event you no longer need the seat during the school year, the school will not give any refunds. If the school is able to fill the seat then, at the school's discretion, we may refund a portion of the payment at the end of the year, excluding the deposit. In the event that a parent/guardian contracts for bus services during the year, a pro-rated amount shall be handled on a case-by-case basis. Due to the limited number of seats available, we will not be able to offer partial year (seasonal) contracts. We will make available bus passes (based on availability) at a cost of \$12 each way.

Missed Trips

While every effort will be made to minimize disruption in bus service, the school shall not be liable for any missed trip or failure to run the bus. Refunds will not be given for missed buses for any reason, including but not limited to mechanical/driver failure. The school will review this policy if the bus fails to run greater than 10% of scheduled trips.

Notification

It is the responsibility of the parent/guardian to make and have in place alternate transportation arrangements. The school shall make appropriate announcements to the parent/guardian by Powerschool Bulletin postings and the Emergency Notification System. It is the responsibility of the parent/guardian to ensure all phone numbers and emails are up to date with the school Registrar, and to check the bulletin announcement regularly-most especially during weather emergencies. Every effort will be made to notify parents of a delay greater than 15 minutes of bus service.

Temporary Seat Changes/Re-assignments

Students and/or their families may not re-assign their seats or contract their seats to another student. Only the school has authority to assign and contract bus seats.

Bus Stops, Times and End of Day Dismissal

Bus stops are assigned based upon ridership and may be deleted, relocated or the times adjusted forward or backward based upon other routes, ridership, traffic conditions, or other factors. No unauthorized stops will be made, students will only be picked up/dropped off at an approved bus stop. Students must be at the bus stop at least 5-10 minutes prior to the posted pick-up time. The bus will not wait for late arriving students. No student may hold the bus for any reason, either in the morning or afternoon. The bus will depart the school promptly at 15 minutes after the dismissal time. The bus will not return for students who are not on board at that time. Alternate transportation arrangements should be made in the event your student misses the afternoon bus.

Refund Policy - Bus/Transportation Deposit Non-refundable

Transportation refunds will be made in the same manner as tuition refunds. However, please note that the required payment percentages are different since the school arranges buses and hires drivers based on the students who sign up to ride the bus. Also, please note that *refunds are only given to those who withdraw from school.*

Date of Withdrawal	Payment Percentage of Annual Transportation Fee
June 1 – August 31	70%
September 1 – 30	60%
October 1 – 31	50%
November 1 – 30	40%
December 1 – 31	30%
January 1 – 31	20%
February 1 – 28	10%