



Dear Prospective New GLO at Sherman Family,

Please follow these steps to enroll your child in a GLO School-Year Program!

1. Complete a New Child Enrollment Form
2. (refundable) Submit a \$250 deposit fee (ok if paid with September invoice)
3. (non-refundable) Submit a \$125 one time registration fee at the time of registration.
- 4. Read about Tuition Express payment option & complete an application.**
5. Submit these items to the Administrative Office at 1560 Noriega St. Suite 206 San Francisco, CA 94122 or you may submit it to the Program you are applying to.

**Siblings Discount:** A 5% sibling discount is given to families enrolling two or more children, applicable to each child enrolled in one of our programs.

**Non-Refundable Registration Fee:** All newly enrolled children and each newly enrolled sibling are required to pay a non-refundable registration fee of \$125.00. This registration fee is due and payable at the time of registration. The registration fee entitles all participants to unlimited administrative services including payment histories, adding, dropping, changing schedules, etc. until your child / youth graduates from the program. The 5% sibling discount cannot be applied to the registration fee.

**Refundable Deposit:** All newly enrolled child/youth and each newly enrolled sibling are required to pay a one-time \$250.00 deposit fee. Deposits will be refunded when your child exits the program. This is a security deposit in case there is an outstanding balance when the child exits from the program. This money will not be used for late monthly payments. The 5% sibling discount cannot be applied to the deposit.

**Enrollment is on a first come first serve basis. We encourage all new families to submit their paperwork to the GLO Administrative Office or School Site on or before June 9<sup>th</sup>. After 06/09/09: All applications should be mailed or dropped off at the GLO Admin. office on Noriega Street. Please note that slots are limited to 55 average daily enrolled.**

**\*Dropping the program:** 30 days advance notice is required for all drops. Until notice is received in writing, you are responsible for all tuition payments. Ask the Site Director for an Add / Drop Form and remember to get their signature.

**\*\*First month's tuition** can be made when you receive an invoice in September.

For questions regarding enrollment and registration, you may call the on-site program or the Administrative Office at 415-753-1113. Thank you for your interest and we look forward to seeing you in the upcoming school-year!