



2025-26 HQA-Spring Fee Structure

All families are required to have an automatic payment method set up.

Registration Fees for 2025-26 School Year

Registration Fee (non-refundable) * Includes: -Admissions -Curriculum -Instructional materials and resources	\$995/child -Subscriptions and online portals -Parent-teacher-organization annual membership
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Enrollment must be renewed annually at the time of re-enrollment registration. Annual re-enrollment will not be complete until all required fees & forms are received by HQA-Spring. If re-enrollment is not completed, your child may lose their spot in class.

Tuition Rates for 2025-26 School Year

Grade levels	Rate
Infant Program (3-12 months) & Toddler Program (13 months – 2 years)	\$10,000/year
Pre-School & Pre-K	\$9,500/year
K – 5 th grade	\$8,750/year
6 th – 12 th grade	\$8,500/year

\$500 Annual Sibling Discount

Payment Plan options:

1. Annual full payment due July 1st
2. 12 installments – Automatic recurring payment setup is **mandatory**. Provide either a voided check for ACH (direct withdrawals- \$2.50 processing fee added per transaction), credit card details (3% processing fee added) or 12 post-dated checks due June 15th (first installment will be processed July 1st)

*** An automatic failed payment or late fee of \$40 will be charged to all past due payments.**

Tuition installments must be paid on time, if tuition is not collected over two installment periods, your child(ren) may be disenrolled from HQA-Spring.

Refer to the payment schedule for installment details

Tuition installment schedule for 2025-26 School Year

Installments	Due Date	Infant & Toddler	Pre-S & Pre-K	K-5 th	6 th -12 th
1-11	Jul 1 st , ...May 1 st	\$833.33	\$791.67	\$729.17	\$708.33
12	Jun 1 st	\$833.37	\$791.63	\$729.13	\$708.37
	Total	\$10,000	\$9,500	\$8,750	\$8,500

If the 1st of the month falls on a weekend or holiday the tuition will be processed the following business day.

*Registration Fee Policy

Please note that all registration fees are **non-refundable**, regardless of the reason for cancellation. These fees are allocated towards academic planning and preparations, which occur prior to the start of the school year. Thank you for your understanding and cooperation.

For all admission questions please email: admission@hqaspring.org

For all finance questions please email: finance@hqaspring.org

*Information may be subject to change without notice.



Withdrawal & Tuition Refund Policy

- For parents/guardians who decide to withdraw student(s) during the school year or during the summer, a thirty-day (30) written notice is required. If a thirty-day (30) notice is not given in writing, parents/guardians are obligated to pay for the next tuition installment. The financial account must be fulfilled for current standing.
- If school is in session at the time of withdrawal and the student has been attending school during that academic year, all textbooks must be returned to the respective teacher directly who will sign off the final withdrawal form, and all library books must be returned to the respective librarian who will also sign off the final withdrawal form.
- No school records will be released to the parents/guardians or to transferring schools until the withdrawal process has been completed and the financial account fulfilled. The respective Principal will not sign off the withdrawal form until the withdrawal process has been completed.
- Failure to attend class - even at the beginning of the school year - is not a withdrawal and parents/guardians will not receive adjustment of charges (tuition or other fees) if the student does not attend class.
- There will be no refund on the tuition or any other fees for the installment during which withdrawal notice is given.
- Parents/guardians will be financially responsible for the tuition and fees based on the above policy, without regard to the reason why you are withdrawing. There will be no exceptions.
- Registration fees are **non-refundable**, regardless of the reason for cancellation. These fees are allocated towards academic planning and preparations, which occur prior to the start of the school year. Thank you for your understanding and cooperation.

Withdrawal Procedure

Below is the procedure to withdraw a student:

1. Email admission@hgaspring.org informing them for request of withdrawal
2. Read and complete the Withdrawal form which will be sent to you once you have notified the school of withdrawal (hard copy or email) or available at the Front Desk. The Withdrawal Packet includes the following:
 - c. Meet with the Principal for an exit interview and the Finance department for any outstanding balance and payment.
 - e. Return all textbooks & library books

Family Educational Rights and Privacy Act (FERPA)

This federal law protects student privacy and gives students the right to review their transcripts, even if they owe money to the school. However, FERPA doesn't apply to private schools that don't receive federal funding.

Sec. 132.062. WITHHOLDING RECORDS. A career school or college may withhold a student's transcript or certificate of completion of training until the student has fulfilled the student's financial obligation to the school or college.

Finance has to sign off a withdraw form before report cards are given to students (we will hold funds, books, school supplies)

For any questions related to the Withdrawal Policy and Procedure, please contact the Admissions department by phone at 346-272-0126 ext. #102 or by email at admission@hgaspring.org.

I hereby understand and acknowledge that my signature below signifies that I agree to comply with and be subject to HQA-Spring's rules and policies which may be updated from time to time. It is my responsibility as parent/guardian, as well as my child's responsibility as a student, to stay informed on such updates.