

[SAMPLE] CONTRACT FOR NEW STUDENT ENROLLMENT

Brentwood Christian School

11908 North Lamar Boulevard, Austin, Texas 78753

Deadline: Please Return Within 5 Days of Acceptance

FAMILY NAME: Insert Name

SCHOOL YEAR: 2019-20

STUDENT(S) NAME(S) AND GRADE(S): Insert Name (Insert Grade)

Annual Enrollment Fee: \$Insert Fee

Annual Tuition: \$Insert Tuition

This agreement is entered into between the undersigned parent or guardian (the "Parent") who is financially responsible for the above-named student(s) (the "Student") and Brentwood Christian School (the "School") in connection with the enrollment of the Student in the School for the full school year set forth above (the "School Year"). This Contract for Student Enrollment ("Agreement") shall be effective when signed by Parent, as indicated below. By signing this agreement, Parent agrees to abide by school policies and procedures and to be bound by the Parent-Student Handbook.

1. **ANNUAL ENROLLMENT FEE and APPLICATION FEE.** In consideration of the School's agreement to consider the Student for enrollment, Parent agrees to pay a nonrefundable application fee of \$125 (for first-time students) and the annual enrollment fee stated above. The annual enrollment fee is due within five (5) days of acceptance and must be paid along with submission of the online enrollment packet in order to complete Student enrollment requirements. Failure to provide enrollment fee and online enrollment packet submission are not grounds for release of this contract. ***THE APPLICATION FEE AND ENROLLMENT FEE ARE NOT REFUNDABLE EXCEPT IN THE CASE OF A DENIED VISA, IN WHICH CASE 90% OF THE ENROLLMENT FEE ONLY IS REFUNDABLE.***

2. **TUITION.** Upon the School's receipt of a signed contract, enrollment fee, and online enrollment packet, the School agrees to allow the Student to enroll in and attend the School during the School Year according to the terms of this contract and the Parent Student Handbook. Upon the School's receipt of a signed contract, Parent agrees to pay total tuition stated above.

By signing this contract, Parent agrees to pay a minimum of 10% of tuition for enrollment. This 10% obligation is incurred upon Parent execution of contract. Parent is given until June 1 to make payment or payment arrangements (see Section 3.a.) for enrolled Student. In the case of withdrawal after signed contract, the 10% tuition will remain due on June 1.

In case of prepaid tuition:

- a. Tuition, excluding the annual enrollment fee and ten percent (10%) of tuition may be refunded upon formal withdrawal prior to July 1. Tuition, excluding the annual enrollment fee and twenty-five percent (25%) of tuition may be refunded for formal withdrawal after July 1, but prior to the start of school.

In case of no prepaid tuition:

- b. Tuition, excluding the annual enrollment fee and ten percent (10%) of tuition may be credited upon formal withdrawal prior to July 1 i.e., 10% of tuition will be billed and is due to School. Tuition, excluding the annual enrollment fee and twenty-five percent (25%) of tuition may be credited for formal withdrawal after July 1, but prior to the start of school, i.e., 25% of tuition will be billed and is due to School.

3. **PAYMENT PLANS.** Tuition may be paid either in installments or in lump sum as described herein.

- a. Installments. If Parent elects to pay Tuition in installments, then Parent must pay tuition monthly through an account with a third-party tuition management company (currently FACTS) by automatic bank draft. This account must remain active until tuition is paid in full. A formal payment plan must be established by March 15 or within five (5) days of acceptance, whichever is later, in order to utilize this option. A non-refundable deposit of 10% of tuition is required by June 1 or within five (5) days of acceptance, whichever is later. Parent participation in the Tuition Protection Plan is mandatory when opting for installments.

- b. Lump sum. If Parent elects to pay Tuition in a lump sum, payment may be made directly to the School. Payment must be made no later than June 1 or within five (5) days of acceptance, whichever is later, in order to receive an early pay discount. For payments in full, participation in the Tuition Protection Plan is optional.

- c. Parent understands and agrees that Student is enrolled for the full School Year; and, therefore, there is no reduction or remission of tuition for absence, withdrawal, or dismissal, regardless of the payment option selected once the school year has begun.
- d. After the start of school, a refund or remission of prepaid tuition is possible only through the Parent's elective participation in the Tuition Protection Plan.
- e. Parent waives litigation regarding the tuition and fee obligation. In the event that Parent and the school cannot resolve a dispute, Parent agrees to submit said dispute to mediation or arbitration as agreed by Parent and School.
- f. Parent understands and agrees that the school reserves the right to dismiss Student at any time after thirty (30) days' written notice to Parent that any tuition or fee is past due, and further understands and agrees that a hold will be placed on the records of Student if Student leaves the School with an outstanding balance due.

4. **TUITION PROTECTION PLAN.** In view of the obligation to pay the total annual tuition whether or not Student completes the School Year, Parent understands and agrees that participation in the Tuition Protection Plan is required unless the full year's tuition and fees are paid in advance, in which case the Plan is elective. A Parent who prepays tuition and for which no payment is received towards the Plan prior to the first day of school has declined coverage through the Plan. The Tuition Protection Plan provides substantial assistance in meeting Parent's financial obligation to the school. For voluntary withdrawal, the Plan will pay 60% of the unused portion of the school year. For school-determined dismissal, excluding disciplinary expulsion, the Plan pays 75% of the unused portion. In the event of complete medical disability or death of the student, the Plan pays 100% of the unused portion of the school year. Dismissal due to disciplinary expulsion disqualifies any refund through the Tuition Protection Plan. Parent authorizes the School to collect any payment to which Parent may be entitled under the Tuition Protection Plan and credit it to Parent's account, paying any excess to Parent. Parent agrees to pay the School whatever balance remains unpaid after a payment by the Plan is credited to Parent's account within thirty (30) days after receipt of a final, itemized bill. Transcripts and other school records will be released immediately upon clearing the final balance.

5. **HEALTH AND SAFETY.** In order to protect the health and safety of each student, the School must be informed in a written statement signed by Parent and accompanying this Agreement of any restrictions which should be placed upon Student's participation in competitive sports and/or any and all other activities. It is the exclusive responsibility of Parent to bring immediately to the attention of the School in writing any medical or other conditions requiring the imposition of restrictions on Student's participation in any athletic or other events at School. Parent's signature below serves as Parent's authorization for School personnel to take any necessary action that Parent could take if present in an emergency when Parent or family physician is unavailable in the event an emergency does or may exist.

6. **DISMISSAL.** It is understood and agreed that the School reserves the right to dismiss any student who in conduct, industry, or progress proves not to be in harmony with school standards or policies as stated in the School Handbook. This provision may be applied in accordance with the School Handbook to conduct taking place on or off the School campus. The School Handbook, which can be downloaded and printed through RenWeb, outlines standards in academics as well as conduct. Please consult this handbook for further details.

7. **ACCEPTANCE.** Acceptance of any student is contingent upon (i) completing the Application for Admission (new students) including payment of the Annual Enrollment Fee and Application Fee, (ii) meeting all enrollment requirements, (iii) completing the current information sheet with authorizations, (iv) supplying an inoculation record which meets the requirements of the State Health Department, (v) providing evidence of a medical examination by a qualified physician, if requested by School, and, (vi) if applicable, providing a satisfactory record of achievement and conduct from the latest school attended prior to application at Brentwood Christian School. Providing false or misleading information or failure to comply with school regulations shall provide grounds for revoking authorization for enrollment. With regard to any information mentioned or specified in this paragraph, it is the exclusive duty of the Parent to inform the School in writing immediately of any change in such information, as soon as any change occurs.

Print Name of Parent

Signature of Parent

Date