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## Enrollment Contract 2012-13

**Enrollment:** *Read the reverse side of this contract for terms and conditions of enrollment.*

**Both** parent(s) or legal guardian(s) must sign below indicating they have read and understand the terms of enrollment set forth on the reverse side of this contract. Enclosed is a non-refundable enrollment deposit (new families only).

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

### Student Commitment

Each student must print his/her name below and then initial on appropriate line to indicate that he/she has read and understands the Bethany Christian Schools lifestyle guidelines outlined in the student handbook.

1st student \_\_\_\_\_ Initial \_\_\_\_\_ Grade (next year) \_\_\_\_\_ Date \_\_\_\_\_

2nd student \_\_\_\_\_ Initial \_\_\_\_\_ Grade (next year) \_\_\_\_\_ Date \_\_\_\_\_

3rd student \_\_\_\_\_ Initial \_\_\_\_\_ Grade (next year) \_\_\_\_\_ Date \_\_\_\_\_

4th student \_\_\_\_\_ Initial \_\_\_\_\_ Grade (next year) \_\_\_\_\_ Date \_\_\_\_\_

### Responsibility

Both parent(s) or legal guardian(s) and/or other person(s) responsible for bills must sign this contract. All such persons signing this contract as responsible for payment shall be jointly and severally obligated hereunder. **Bethany Christian Schools will withhold student grade reports, student transcripts, diplomas, and recommendations if specified tuition and fees are not paid when due. In addition, Bethany reserves the right not to permit a student to attend class if tuition and fees are in arrears.**

Signature(s) of person(s) responsible for payment:

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Bills should be sent to:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

### Tuition Payment Plans

*Check One.* Contact the business office if you need additional information about any of these options.

\_\_\_ Option 1: Single payment due on or before July 15.

\_\_\_ Option 2: Two semester payments, due by July 15 and December 15.

\_\_\_ Option 3: Eleven monthly payments through FACTS tuition management system beginning in April and ending in February the following year. Applications due to FACTS by March 15.

\_\_\_ Option 4: Our family is part of a Full-funding Partnership Church (families will receive a statement with detail of all tuition charges, discounts, and anticipated funding sources).

# Terms and Conditions of Enrollment

## Payments and Fees

1. Tuition payments are due in accordance with one of the payment schedules described on the front of this contract.
2. A student who withdraws during the school year must notify Bethany Christian School in writing and will be assessed an early withdrawal penalty of \$300.  
Additionally, the financially-responsible party is liable for tuition fees for the balance of the semester during which the student withdraws.
3. Accounts not paid in full by May 31 shall be charged 1.5% per month until paid. Accounts must be paid in full before diplomas or transcripts will be issued. Students with past-due accounts may be denied enrollment for the next school year.
4. A returned check fee of \$20 will be assessed for any check returned by our bank because of non-sufficient funds.
5. Other fees, such as costs for advanced placement classes and music festivals, are due upon receipt of invoice or statement.

## Conditions

1. Enrollment for subsequent years is contingent upon the student's satisfactory completion of the current school year.
2. Grade and classroom placement is determined by Bethany and does not constitute a part of this contract or its subsequent renewals.
3. **Bethany will withhold student grade reports, student transcripts, diplomas, or recommendations if specified tuition and fees are not paid when due. In addition, the school reserves the right not to permit a student to attend class if tuition and fees are in arrears.**
4. Only the school principal may make exceptions to the terms of this contract.
5. All statements, rules, guidelines, etc., contained in the Bethany Student Handbook are hereby incorporated into this enrollment contract. The student handbook can be accessed online or obtained in the school office.
6. School personnel will take appropriate action in the case of a medical emergency, under the conditions of the Permission for Treatment and Travel form.
7. Any conduct by a Bethany student which the school authorities consider detrimental to the student or other students, or to the school itself may be deemed adequate cause for appropriate disciplinary action, including suspension or dismissal. Tuition costs will be assessed based on the early withdrawal penalty structure referenced above in item 2 of Payment and Fees.
8. Bethany Christian Schools believes that a constructive working relationship between the school and the student's parents/guardians is essential to fulfilling our mission. Thus, the school reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent/guardian make such constructive relationship impossible or otherwise seriously interferes with accomplishing its educational purposes. Tuition costs will be assessed based on the early withdrawal penalty structure referenced above in item 2 of Payment and Fees.