

SAMPLE PARENT CONTRACT (INCLUDING CONTINUOUS ENROLLMENT)

This **Parent/School Contract** is entered into between the undersigned parent(s)/guardian(s) and **SCHOOL**.

PARTNERSHIP

It is the philosophy of **SCHOOL** to partner with families seeking to educate their children in the context of a **Christian/Catholic, etc.** worldview. . .

DOCTRINAL STATEMENT OF FAITH

We believe . . .

LIFESTYLE STATEMENT

We believe . . .

CUSTODIAL POLICY

It is the policy of **SCHOOL** to view each biological parent or legal guardian as having full rights and responsibilities unless those rights have been altered and/or prohibited in a legally binding document. . .

PARENT/STUDENT HANDBOOK

I affirm that my child and I understand and agree to read and comply with the **Parent/Student Handbook**. I consent to and will abide by the governing policies of the school, including all applicable policies in the Parent/Student Handbook. . .

I understand that this Handbook does not contractually bind **SCHOOL** and is subject to change without notice by decision of the school's Board of Directors.

MEDIATION AND BINDING ARBITRATION AGREEMENT

Grievance procedure policies are listed in the student/parent handbook . . .

PERMISSION TO PARTICIPATE

I give permission for my student to take part in any and all school activities, class field trips, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to us or our student at school or during any school activity. This statement of cooperation will serve as a blanket permission slip. I, likewise, authorize **SCHOOL**, or anyone authorized by **SCHOOL**, to use and reproduce all audio/video files and photographs which **SCHOOL** takes of our student or any family member produced for school literature, **SCHOOL** official social media accounts, advertisements, and promotional purposes without further compensation. All copies, masters, negatives, pictures, and proofs shall constitute **SCHOOL** property, solely and completely.

I have read and understand the **Parent/School Contract** that includes the following: Partnership, Custodial Policy, Permissions to Participate, Parent/Student Handbook, Doctrinal Statement of Faith, Lifestyle Statement, and Mediation and Binding Arbitration Agreement. I understand that this does not affect **SCHOOL**'s right to dismiss a student from academic or disciplinary reasons, or for any reason stated in the current Parent/Student Handbook.

This Continuous Enrollment Agreement is entered into between the undersigned parent(s)/guardian(s) and **SCHOOL**. **SCHOOL** hereby agrees to provide schooling to the above-named student.

The fulfillment of this contract is subject to the student's acceptance by **SCHOOL** based on the availability of space and satisfactory evidence that the student can meet the academic and disciplinary standards required for each grade level. When accepted by **SCHOOL** and parent/guardian, this contract shall become binding on both parties.

SCHOOL reserves the right, and that right is granted by the parent(s)/guardian(s), included but not limited to hold transcripts, report cards, progress reports, achievement test results, access to any online portal systems and all student records until all tuition, fees and other charges are current. It is further agreed that all payments due hereafter shall be paid in a timely manner in accordance with the agreed upon payment plan selected.

The payment guidelines are as follows:

- 1st of each Month – Your Statement will be Emailed to you
- 1st of each Month – Your Payments is Due
- 14th of each Month - Late Fees are Assessed
- 30th of each Month - Letter of anticipated withdrawal date for non-payment
- 45th day of past due payments – Withdrawn from **SCHOOL**

Families NEW to SCHOOL: You are required to pay your first tuition payment within 10 days of receipt of your FACTS Confirmation Agreement to finalize the enrollment of your student(s). FACTS will send you an email detailing your selected payment plan for tuition and the amount due.

Continuous Enrollment You are required to pay all tuition and fees while your student is enrolled, from this school year through graduation. If you choose to opt-out of the upcoming year's enrollment prior to January 31, you will be released from your tuition commitment for the coming school year. If you cancel your student's enrollment after January 31st all financial obligations must be followed as laid out by the [Tuition and Fees Payment Schedule](#).

Continuous Enrollment Opt-out Period

Enrollment for the following school years may be canceled by submitting a Continuous Enrollment Opt-Out Form prior to January 31st of each year. If canceled by that time, the student's financial obligation of tuition will be discontinued for the following school year. You may obtain an Opt-out Form from the Enrollment Management Office.

Withdrawal Notice After the Opt-out Period

If you withdraw your student's enrollment, you shall be obligated for tuition for the next school year in accordance with the following:

- Withdrawal during February 10% of tuition is due
- Withdrawal prior to June 25% of tuition is due
- Withdrawal during June and July 50% of tuition is due
- Withdrawal during August or after, 100% of tuition is due.

Withdrawal Policy

Families who withdraw their student may be released from their financial obligation for the following life events only:

1. Death of a parent, court appointed legal guardian, or the student.
2. Withdrawal at the school's request for academic or behavioral reasons.
3. A physician's written determination that a student's medical condition will no longer permit the student to attend the school.
4. Having to move more than 50 miles from the school due to job transfer or new employment.

Families who are experiencing other difficulties such as unemployment, separation/divorce, or unexpected medical illness of the person responsible for paying tuition may apply for tuition assistance. Financial needs will be reviewed on an individual basis.

Tuition Payment Plan Selection

Please review the [Tuition and Fees Payment Schedule](#). You will then choose your payment plan in the next section.

By signing below, I acknowledge that I have received, read, and understand **SCHOOL**'s Continuous Enrollment Agreement. I understand that by signing this Continuous Enrollment Agreement I am obligated to pay all tuition and fees, which are non-refundable.

I have read and agree to the tuition and withdrawal policies. I will fully comply to the terms of these stated policies and pay in accordance with them.

Parent Name

Parent Signature and date