



## ENROLLMENT AGREEMENT

Student(s) Last Name \_\_\_\_\_ Parent/Guardian Last Name \_\_\_\_\_

**1. Acknowledgment:** Parent/Guardian acknowledges that the policies, procedures and practices of JCS, including, but not limited to, those set forth in the Parent Covenant and the Parent-Student Handbook, are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by all such policies, procedures and practices and acknowledges that the same will be subject to periodic modification by JCS. This enrollment agreement may also be modified. In such cases, adequate notification by JCS will be provided to parents/guardians.

Parent/Guardian represents and warrants that the information provided on the Student Application is accurate and that the parent/guardian will immediately notify JCS of any changes. Parent/Guardian understands enrollment at JCS is a privilege, not a right, and enrollment may be suspended or terminated at the discretion of the Principal and JCS Board of Trustees. During the term of this agreement, parent/guardian does hereby promise and agree to timely payment of all tuition, charges and fees associated with the student's admission, enrollment and or program participation at JCS. The tuition and administrative fees for the next school year are set by the JCS Board of Trustees in January of the current school year, and communicated to families at that time.

**2. Term of Enrollment:** Parent/Guardian understands and agrees that this agreement extends until the graduation of student(s) from JCS or the termination of this agreement as provided herein. Accordingly, the term of this agreement shall be in effect for the 2015-2016 academic year and shall renew automatically for each successive academic year until graduation from JCS, unless and until this agreement is terminated by JCS, or a written notice of termination of enrollment from parent/guardian is received by the Treasurer on or before **March 31<sup>st</sup>** of each year. Simply stated, if a student will not be returning to JCS the following school year, the parent/guardian must notify JCS in writing by March 31<sup>st</sup> of the current school year. If the written notice of termination of enrollment is received AFTER March 31<sup>st</sup> of the current school year, a \$100 fee will be assessed for the transfer of records to the new school.

**3. Tuition and Administrative Fees:** A tuition agreement will be sent to parent/guardian in late spring listing the exact tuition amount for the following school year. Parent/guardian understands that tuition for the following school year is due in full by July 1st. However, for the convenience of parents/guardians, JCS currently offers the following tuition payment plans:

- Annual Plan – full tuition due on July 1.
- 12 Month Plan – 12 equal tuition payments due by the 5<sup>th</sup> of each month from July to June.
- 10 Month Plan – 10 equal tuition payments due by the 5<sup>th</sup> of each month from September to June. Under the 10 month plan, the first payment must be received before the first day of school.

An administrative fee of \$100 per student, \$125 per family for the following school year will be due by March 31<sup>st</sup> of the current school year. Families will be reminded in early March via letter/e-mail to remit this fee, which is used to offset the annual administrative costs associated with student paperwork and record-keeping. Administrative fees paid after March 31<sup>st</sup> will be due as follows:

- April 1<sup>st</sup> through April 30<sup>th</sup> -- \$200 per student and \$250 per family.
- May 1<sup>st</sup> through May 31 -- \$300 per student and \$350 per family.
- After May 31<sup>st</sup> -- \$400 per student and \$450 per family.

**4. Withdrawal During the Current School Year (July 1 – June 30):** Parent/guardian understands that the overhead expenses of the school do not diminish with the withdrawal of some students and that (upon acceptance of this agreement by JCS) they accept adherence to the Tuition Reimbursement Policy. This policy states if a registered student withdraws from school between July 1 and December 31 of a given year, tuition for the first half of the year is due in full and is non-refundable. If a withdrawal notice is submitted on or after January 1, tuition for the entire year is due in full. Withdrawals must be made in writing and submitted to the Treasurer. A student is considered enrolled until the written withdrawal notice has been received by the Treasurer. Parent/guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent/guardian’s obligations for tuition and certain fees throughout the academic year. If the policy causes undue financial hardship on a family, then parents should arrange to meet with the Treasurer to discuss alternatives.

**5. Eligibility:** Parent/Guardian understands that student(s) may not attend classes and/or participate in any school-sponsored activities until all enrollment and registration forms, including a signed Enrollment Agreement, Tuition Agreement and Parent Covenant, are received, and administrative fees are paid.

**6. Tuition Assistance:** Parent/Guardian understands that if student(s) qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax returns or other requested documentation is verified or past due accounts are paid.

**7. Delinquent Accounts:** Parent/Guardian understands that access to Gradelink, report cards, transcripts, and other such student records will be withheld should their account become delinquent. Should their account become 60 days past due, parent/guardian understands that student(s) are subject to suspension from school and all school-sponsored activities until account is made current. Furthermore, parent/guardian understands that student's continued enrollment may be suspended if their account is in arrears. Finally, parent/guardian understands that a late fee of \$25 will be assessed if payment is received after the 5<sup>th</sup> of each month.

Returned checks (NSF): Parent/Guardian understands that a \$35 service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. Parent/Guardian also understands that after two returned checks, payments may only be made with cash, cashiers check, or money order.

***I understand the Enrollment Agreement and agree to the terms as outlined above for the following:***

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Student Name \_\_\_\_\_ Student Name \_\_\_\_\_

Parent/Guardian signatures (if married, both signatures are needed):

Father, Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Mother, Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_