



Christian Heritage School

575 White Plains Road Trumbull, CT 06611
Tel 203.261.6230 Fax 203.452.1531 www.kingsmen.org

International Student Enrollment Agreement

(Revised Jan. 22, 2018)

Student Last Name _____ Student First Name _____

Thank you for choosing Christian Heritage School ("CHS") for your child's education. The following details the Enrollment Agreement between CHS and your family.

1. Acknowledgement: Parent/Guardian acknowledges that the policies, procedures and practices of Christian Heritage School ("CHS"), including, but not limited to, those set forth in the *Statement of Faith and Cooperation* 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 CHS. This enrollment agreement may also be modified. In such cases, adequate notification by CHS will be provided to parent/guardian.

Parent/Guardian represents and warrants that the information provided on the admissions application is accurate and that the parent/guardian will immediately notify CHS of any changes. Parent/Guardian understands enrollment at CHS is a privilege, not a right, and suspension of enrollment or termination of enrollment is at the sole discretion of the CHS administration. During the term of this agreement, parent/guardian does hereby promise and agree to fully and timely pay CHS (in accordance with the payment schedule below) all tuition, charges, fees, and assessments associated with the student's admission, enrollment and/or program participation at CHS. The tuition and registration fees for the next school year are set by the CHS Board of Directors in January of the current school year. A fee summary will be provided by CHS to the parent/guardian or agent by mid-January.

2. Term: Parent/Guardian understands and agrees that this agreement extends until the graduation of the student(s) from CHS or the termination of this agreement as provided herein. Accordingly, the term of this agreement shall be in effect for the academic year in which the student is enrolled and shall renew automatically for each successive academic year until graduation from CHS unless and until this agreement is terminated by CHS or written notice of termination from parent/guardian is received in the CHS Finance Office on or before February 28 of each year. Simply stated, **if a student will not be returning the following school year, the parent/guardian must notify CHS in writing by February 28 of the current school year.**

Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within CHS and not for a period of attendance and that the absence of a student during that academic year does not materially reduce the expenses of CHS. Parent/Guardian agrees that the absence or academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for tuition and certain other charges and fees through the academic year.

(Continued on next page.)

3. Agent: Parent/Guardian acknowledges that the agency listed below is their selected agency and that CHS may release their child's academic and disciplinary records, financial information, etc., in accordance with the Consent to Release Student Information form. It is CHS's understanding that the student will remain with the below agency through the duration of their attendance at CHS. Parent/Guardian agrees to comply with the terms of their agent agreement.

Agency Name _____ Contact Name _____

Agency Email _____ Agency Telephone _____

4. Payment: Parent/Guardian understands that tuition and fees for the following school year are due as follows and that the student's I-20 Form will be terminated if payment is not made accordingly. (Due dates are subject to change at the discretion of the CHS administration. Parent/Guardian will be notified by January 15th if changes in due dates occur.)

Deposit – due by February 15

Remaining balance – due by April 15

5. Withdrawals: Parent/Guardian understands that the overhead expenses of the school do not diminish with the departure of a student and that they are obligated to pay the tuition and fees for the full academic year. The deposit will be fully refunded if the student's visa is denied and verification of the denial is submitted to CHS. Also, as previously stated, the deposit for the following school year is fully refundable if withdrawal is completed in writing on or before February 28 of the current school year.

Parent/Guardian agrees to pay, to the extent permitted by law, the school's costs for enforcement and collection of the tuition, fees, and related expenses, including, without limitation, attorney's fees and expenses.

6. Eligibility: Parent/Guardian understands that their child may not attend classes and/or participate in any school-sponsored activities until all enrollment and registration forms, including a signed International Student Enrollment Agreement, are received and all enrollment fees are paid.

7. Delinquent Accounts: Parent/Guardian understands that the release of 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 the student is subject to suspension from school and all school-sponsored activities until account is made current. Furthermore, parent/guardian understands that the student's continued enrollment may be suspended if their account is in arrears. Finally, parent/guardian understands that a late fee will be assessed should a payment be 5 days past due. Parent/Guardian understands that a service charge will be assessed per returned check or incomplete withdrawal. Parent/Guardian also understands that after two failed payments, CHS reserves the right to only accept payments made with cash, bank check, or wire transfer.

I understand the International Student Enrollment Agreement and agree to the terms as outlined above.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Print Name _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Print Name _____