



Christian Heritage School

575 White Plains Road Trumbull, CT 06611

Tel 203.261.6230 Fax 203.452.1531 www.kingsmen.org

Continuous Enrollment Agreement

Student(s) Last Name _____ Parent/Guardian Last Name _____

At Christian Heritage School (“CHS”) we consider it a privilege to assist parents in fulfilling their God-given responsibility to teach their children, and to provide our students with an education of spiritual and academic excellence with which to serve God. We thank you for choosing CHS for your child(ren)’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 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 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 plan elected) 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.

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, 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.

3. Payment: Parent/Guardian understands that **tuition for the following school year is due in full by July 15**. However, for the convenience of parents/guardians, CHS currently offers four tuition payment plans (listed below). A tuition deposit and registration fee for each student for the following school year will be due in February of the current school year.

- 1) Annual Plan – full tuition due by July 15.
- 2) Semi Annual Plan – two equal tuition payments are due in July and December.
- 3) Quarterly Plan – four equal tuition payments are due in July, October, January and April.
- 4) Ten-Month Plan – ten equal tuition payments are due July through January and March through May, with the month of February being reserved for the tuition deposit and registration fee for the following school year.

4. Withdrawals: 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 contract by CHS) they accept the obligation to pay the tuition for the full academic year for which they remain enrolled. Requests for refunds are subject to the discretion of the CHS administration. Should a request be granted, refunds will be calculated as follows:

- a) The tuition deposit and registration fee for the following school year are fully refundable if withdrawal is completed on or before February 28 of the current school year.
- b) For withdrawal prior to the first day of school, parents/guardians are responsible for 3/10 of the annual tuition (less any prorated tuition assistance or other discount). Registration fee is not refundable.
- c) For withdrawal after any semester starts, parents/guardians are responsible for the total semester's tuition. Registration fee is not refundable.
- d) The two exceptions to 4b are:
 - 1) If applying for tuition assistance, the tuition deposit and registration fee are fully refundable through April 30 (and no tuition for the following school year will be due) if sufficient tuition assistance is not awarded. Written notice of termination from parent/guardian must be received in the Finance Office of CHS on or before April 30. A tuition assistance application must have been on file with CHS' third party administrator, currently FAST, no later than the last day of February in order to qualify.
 - 2) A tuition deposit and registration fee refund shall be granted should CHS terminate this agreement between February 28 and before the next school year begins. Simply stated, if CHS asks your child not to return the following school year, any tuition deposit and registration fee will be refunded.

5. Eligibility: Parent/Guardian understands that student(s) may not attend classes and/or participate in any school-sponsored activities until all enrollments and registration forms, including a signed Enrollment Agreement, are received and all enrollment 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 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 will be assessed should a payment be 5 days past due.

Returned checks (NSF): Parent/Guardian understands that a 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):

Mother _____ Date _____

Father _____ Date _____