

NAME AND ADDRESS OF SCHOOL

Parents or guardians should sign this Contract in duplicate and return both copies to the Admissions Office. One copy will then be countersigned and returned by this office.

ENROLLMENT CONTRACT

20__ 20__ ACADEMIC YEAR

Name of school agrees to enroll (name of student) for the 20__ - 20__ school year, and to provide the program and educational and other services as prescribed for that grade.

In consideration of the acceptance of the Enrollment Contract by _____ School the undersigned agrees to pay the required fees as specified below:

Reservation Deposit in the amount of \$_____ is due on or before May 1.

	<u>Annual Payment</u>	<u>Semi-Annual Payment</u>	<u>Monthly Payment</u>
Choose one option	<input type="checkbox"/> One payment in the amount of \$_____ is due prior to August 1	<input type="checkbox"/> Two payments in the amount of \$_____ each are due prior to August 1 and December 1	<input type="checkbox"/> Ten payments in the amount of \$_____ each are due before the first day of each month June to March

I understand that my obligation to pay the fees for the full academic year is unconditional and that after August 1 no portion of fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal or dismissal from the school of the above student.

In view of this obligation, I understand that the option to participate in the Tuition Refund Plan is being made available to me at this time to protect my yearly financial obligation under the terms of the Enrollment Contract. This program insures fees (prepaid and due) in the event of separation according to the terms of the policy. I authorize the School to process and collect any claim payment to which I am entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me.

WAIVER OF TUITION REFUND PLAN

I have received and read the enclosed brochure detailing the terms and conditions of coverage concerning this Plan, and I do not wish to be a participant in the Tuition Refund Plan. I realize that I am responsible for the full year's tuition for the 20__ - 20__ academic year regardless of the reason for separation, be it withdrawal or dismissal.

Signed _____
Parent or Guardian

Date: _____

Note: By signing this waiver the charge for Tuition Refund Insurance will not be charged to your account.

I understand that in signing this Enrollment Contract for the coming academic year, I am agreeing to accept the rules and regulations of the School as stated in the current catalog and the rule concerning payment of fees as referred to above. Furthermore, I agree to the policy of the School that no student will be permitted to take examinations nor will grades and transcripts be released unless an account has been paid in full.

Enrollment, as specified within this Enrollment Contract, may be canceled by the parents or guardians in writing, without penalty (except forfeit of the Reservation Deposit) prior to August 1. If enrollment is canceled after August 1, parents or guardians financially responsible for the student are obligated to pay the full annual charges.

In order to reserve a place for your child, both copies of this Enrollment Contract and your Reservation Deposit must be received by the School no later than (Fill in Date Here).

This contract shall be interpreted in accordance with the laws of the State of _____.

My signature below affirms that I have read, understand and accept the terms and conditions of this contract.

Signature of Parents or Guardians Financially Responsible for Student:

Date: _____

1. _____ Address _____

2. _____ Address _____

ACCEPTED: (Name of School)

Date: _____ By _____

NOTES TO SCHOOL BUSINESS MANAGER AND LEGAL COUNSEL

1. If you use a late payment fee or an interest charge on overdue balances, reference to either should be included above.
2. Consider stating that the school shall have the right to legal action for collection of school fees and that parents will be responsible for all costs of collection, including court expenses and reasonable attorney's fees.
3. Consider absolving your school from liability. For example: The undersigned agrees to release and hold harmless, the school, its agents and employees from all claims, damages or other liabilities for injuries to my child which are not the result of gross negligence by this school, its agents or employees. The undersigned also agrees to indemnify the school for damages by my child.
4. Consider adding an authorization sentence for students to attend school-sponsored trips and activities.
5. This form is often printed on NCR paper to provide copies for parents and for the school offices.
6. This form is being distributed with the understanding that A.W.G. Dewar, Inc. does not practice law. The legal counsel of the school should review this contract to determine whether or not it conforms with the local state regulatory laws.