



## CONTINUOUS ENROLLMENT AGREEMENT

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Partnership is a core value of Little Rock Christian Academy. As a part of this partnership the timely enrollment of students is necessary for effective school planning. Continuous enrollment is in place for the ease and convenience of our LRCA families who plan to establish a long-term relationship and meet the school's needs for effective planning for the upcoming school year. By agreeing to continuous enrollment, your student(s) will be automatically enrolled for the following school year.

I hereby Opt-In to Continuous Enrollment for my student. This means I have read and agree to abide by the Continuous Enrollment policies stated below and that my student will remain at LRCA through graduation unless I notify the school by completing the Student Withdrawal form (located on our website under Admissions and Tuition Information.) I understand that I have until January 31 of each year to notify Little Rock Christian Academy's Admissions Director of any change in my plan for Continuous Enrollment. Continuous Enrollment registration fees for the following school year will automatically be billed in January each year unless I have notified LRCA otherwise and other arrangements have been approved. If I withdraw my student after January 31, I understand that the registration fee is non-refundable, except under the unique circumstances defined below. LRCA recognizes that family plans change. For the following circumstances, families withdrawing after February 1 of each year will be exempt from financial obligation for the upcoming academic year only. Any previous year balances will remain.

### Unique Withdrawal Circumstances:

- Educational needs for my student can no longer be met at LRCA as determined by LRCA Administration.
- Withdrawal at the request of LRCA Administration
- A relocation of 25 miles or more from the family's current address
- The family has completed the application for FACTS Tuition Assistance by the March 31 deadline, and the award is not sufficient for the family.

### **WITHDRAWAL POLICY**

Little Rock Christian Academy relies on registration and tuition income to meet operating expenses. Since salary obligations are contractual in nature and are based on income projected by enrollment contracts, it is essential that the income from tuition be assured. If enrollment is cancelled or in the event of separation for any reason between the student and the school, other than the stated exception below, the financial obligations are as follows:

IF ENROLLMENT IS CANCELLED IN WRITING PRIOR TO JUNE 1, 2023, the parents or guarantors forfeit the non-refundable, non-transferable registration fee.

IF ENROLLMENT IS CANCELLED IN WRITING AFTER JUNE 1, 2023, AND PRIOR TO THE FIRST DAY OF SCHOOL, parents or guarantors are obligated to pay 1/10 of the yearly tuition amount, and the forfeited non-refundable, non-transferable registration fee.

IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF SCHOOL AND PRIOR TO THE END OF THE FIRST QUARTER, parents or guarantors are obligated to pay for the entire first quarter and the forfeited non-refundable, non-transferable registration fee.

IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF THE SECOND QUARTER, parents or guarantors are obligated to pay for the second quarter and the forfeited non-refundable, non-transferable registration fee.

IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF THE SECOND SEMESTER AND PRIOR TO THE END OF THE THIRD QUARTER, parents or guarantors are obligated to pay for the third quarter and the forfeited non-refundable, non-transferable registration fee.

IF ENROLLMENT IS CANCELLED IN WRITING ON OR AFTER THE FIRST DAY OF THE FOURTH QUARTER, parents or guarantors are obligated to pay for the fourth quarter and the forfeited non-refundable, non-transferable registration fee.