

# Continuous Enrollment Contract

*Parents, guardians, and other individuals, including students who have reached the age of majority (18 years and older), who are responsible for the payment of tuition and fees must read all of the provisions of this contract, provide the required information, and sign the contract.*

Student's Name: \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

## 1. Continuous Enrollment

Schaumburg Christian School offers continuous enrollment, which means this enrollment contract will be effective on the date of execution and **automatically will renew annually on February 1** for the upcoming academic year until the student graduates from Schaumburg Christian School or is dis-enrolled. This contract may be terminated by the undersigned pursuant to paragraph 9, below. The undersigned agrees to be bound by the provisions of this contract.

## 2. Enrollment and Reenrollment Deposits

For new students, the initial enrollment deposit is due upon execution of this contract.

For current students, reenrollment deposits are established annually, and families are notified in January of the amount, which is due on or before March 1 for the upcoming academic year.

Enrollment and reenrollment deposits are nonrefundable.

## 3. Tuition & Fees

The Schaumburg Christian School Tuition & Fee Schedule is available on the Schaumburg Christian School website. Tuition and fees are subject to change annually. Tuition and fees for the following school year are posted on the website by the end of December of each year.

## 4. Tuition Payments

The undersigned agrees to timely pay the required total tuition and fees for each academic year, subject to all changes, and any additional fees incurred in consideration of the educational, spiritual, and social benefit provided to the student. Tuition will be prorated for mid-year enrollment.

Tuition payments are collected by FACTS on behalf of Schaumburg Christian School. The undersigned agrees to enroll in FACTS before June 1, or before registration for classes, whichever comes first. In addition to tuition, Schaumburg Christian School charges all fees for aftercare, athletics, testing, and field trips to the FACTS account.

Schaumburg Christian School offers three tuition payment options:

- A. **Annual:** One payment in full due on or before August 5 (a 5% discount will be applied); or
- B. **Semi-annual:** Two payments due on or before August 5 and December 5, respectively, (a 2% discount will be applied); or
- C. **Monthly:**
  1. Nine-month Installment Plan: Nine payments due monthly September through May, on the 5<sup>th</sup> day of the month (no discount); or
  2. Ten-month Installment Plan: Ten payments due monthly August through May, on the 5<sup>th</sup> day of the month (no discount).

***In the event of a divorce, the undersigned parent is responsible for paying the full tuition unless and until the undersigned parent provides Schaumburg Christian School with official documentation stating the portion of***

**tuition and fees each parent is responsible to pay AND both parents sign a contract for their portion of the tuition and fees.**

There is no reduction in tuition and fees due to a student's inability to attend school because of illness, vacation, bad weather, suspension, expulsion, or during any provision of remote instruction, or for any other reason.

## **5. Late Payments**

Late fees will be assessed by FACTS, according to the following schedule:

- A. 1<sup>st</sup> and 2<sup>nd</sup> late payments will be assessed \$65
- B. 3<sup>rd</sup> late payment will be assessed \$75
- C. 4<sup>th</sup> late payment will be assessed \$100
- D. 5<sup>th</sup> late payment will be assessed \$100

If a family has difficulty meeting its tuition payment obligation, it is the family's responsibility to contact the Schaumburg Christian School Business Office to discuss this difficulty and to reach a mutually agreed upon course of action. When any tuition or fee account becomes past due for a period of 90 days from its due date, the student may be prohibited from attending and participating in classes and attending and participating in extracurricular activities until the delinquency is cured. If the delinquency is not cured within the agreed upon timeframe, the student will be disenrolled from Schaumburg Christian School.

Tuition must be current before the student may participate in a Schaumburg Christian School trip requiring a family contribution. Payments made to Schaumburg Christian School trips will first be applied to outstanding tuition and fee amounts.

Official and unofficial transcripts and graduation diplomas will be withheld for the graduating student until all unpaid tuition and fees are received. Official transcripts will be withheld for transferring students until all unpaid tuition and fees are received.

## **6. Conditions of Enrollment**

- Acceptance of an Application for Admission.
- Successful completion of the current academic year and no adverse recommendation from the Principal.
- All tuition payments must be received by FACTS on or before each due date, and the previous year's tuition and fees must be paid in full.
- The student and the student's family agree to comply with, and be subject to, Schaumburg Christian School's rules and policies, including but not limited to those set forth in the Student Handbook and any applicable amendments made to the Student Handbook during the course of the school year.
- The student and the student's family are expected to be open to religious teachings of the school, acknowledging that the school does not allow the expression of any religious beliefs (written, verbal, visual or otherwise) that are out of harmony with the teachings and practices of Bethel Baptist Church.

## **7. Contract Year**

Tuition under this Contract is annual and applicable to the regular school year, only; it does not include tuition for summer school.

## **8. Withdrawals**

In the event that a family wishes to withdraw from Schaumburg Christian School and terminate this contract, the following withdrawal penalties are applicable.

- Withdrawal on or before May 1, any tuition paid, less the enrollment or reenrollment deposit will be refunded. The enrollment or reenrollment deposit will not be refunded.
- Withdrawal after May 1, and on or before June 1, the undersigned is responsible for 12.5% of total tuition and fees.

- Withdrawal after June 1 and before July 1, the undersigned is responsible for 25% of total tuition and fees.
- Withdrawal on or after July 1, and before December 1, the undersigned is responsible for 62.5% of total tuition and fee.
- Withdrawal on or after December 1 and before January 1, the undersigned is responsible for 75% of total tuition and fees.
- Withdrawal on or after January 1, the undersigned is responsible for 100% of tuition and fee. No refunds will be provided.

Exceptions to the above refund policy may be made in certain circumstances in the discretion of Schaumburg Christian School, including:

1. Family has relocated further than 50 miles from the Schaumburg Christian School campus due to unforeseen circumstances (e.g. parent work relocation).
2. Student has been asked to withdraw by Schaumburg Christian School.
3. Student has a physician-documented medical reason for withdrawal.

Decisions regarding tuition obligations will be determined on a case-by-case basis where the withdrawal is secondary to an illness or hardship.

Notice of intent to withdraw must be provided in writing to the office.

**9. Student Accident Insurance**

Schaumburg Christian School does not provide student accident insurance.

**10. Communication**

Schaumburg Christian School's primary method of communication with families is through email. Each family is responsible for providing Schaumburg Christian School with at least one current email address and for regularly reviewing all correspondence from Schaumburg Christian School.

**11. School Promotion**

For promotional purposes, Schaumburg Christian School reserves the right to photograph students and display such images in the school yearbook, in digital and print promotional materials, on the school website, and on school social media accounts.

**12. Alteration or Amendment**

No amendment to this contract and no alteration or addition to the printed terms hereof will be effective without the express written approval the Head Administrator. The terms of this contract are subject to change upon notice to the undersigned.

**Accepted:** Signatures (only one signature required) \*

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*Father* *Date*

\_\_\_\_\_

*Mother* *Date*

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*Legal Guardian*

*Date*

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*Student (if over the age of 18)*

*Date*

\*If the parents are divorced and both parents are responsible for their child's/children's tuition, both parents must sign a contract indicating the amount of tuition and fee for which they are individually responsible.

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