Cretin-Derham Hall

CONTINUOUS ENROLLMENT CONTRACT

Name of Student: _____ **Grade 2026-2027**:_____

First **Middle** **Last**

Parent/Guardian Information – Both parents are responsible for full tuition payment. If the student is in a single parent household and/or only one parent is assuming full responsibility for tuition, only one signature is required. Parents/Guardians who wish to split responsibility for tuition, **please see information on page 2 (back) of this contract.**

Parent/Guardian 1	Parent/Guardian 2
Name:	Name:
Address:	Address:
City, State, Zip	City, State, Zip
Preferred Email	Preferred Email
Phone ☐ Mother ☐ Father	Phone ☐ Mother ☐ Father

CONTINUOUS ENROLLMENT

This is a Continuous Enrollment Contract. The term of my student's Continuous Enrollment begins with this signed Enrollment agreement, and thereafter continues automatically for students in good standing through completion of grade 12 or until the official cancellation or withdrawal procedures are completed as stated herein. By signing and returning this contract to Cretin-Derham Hall, the parties entering this contract acknowledge their contractual obligation and agree to pay the annual tuition as designated by the school plus any related fees in full.

Notwithstanding the automatic re-enrollment of students in this Continuous Enrollment Contract, Cretin-Derham Hall retains the right, at its sole determination, to expel, dismiss, or otherwise terminate this Continuous Enrollment Contract and my student's enrollment or re-enrollment at any time.

2026-2027 TUITON $18,550

I (we) agree to pay the required tuition listed above and the fees as specified below. The tuition amount for each enrollment year will be billed starting in July 2026 and continuing for the entire period of continuous enrollment. **Please select one payment and one due date option** listed below. The payment and due date options will be in effect during the entire period of continuous enrollment unless a written request is made to the Business Office.

I (we) understand that Cretin-Derham Hall has the right to adjust annual tuition and fees (announced every January), and such adjustments will be a part of this Continuous Enrollment Contract.

Payment Option

- ◯ ANNUAL PAYMENT
- ◯ TRIMESTER PAYMENT (July, November and March)
- ◯ MONTHLY PAYMENTS (July to June for grades 9-11 and July to May for grade 12)

Due Date Option

- ◯ 15th
- ◯ 20th ◯ 30th

Tuition payments are made on-line through Blackbaud Tuition Management (BBTM). When registering your online BBTM account, you will be asked to choose a payment method (bank account or credit card) and you will enter your payment information at that time.

Additional Fees - All fees that will be charged for a school year will be outlined in the annual tuition letter sent in January. These fees are in addition to the tuition outlined above.

Registration deposit is due with this Continuing Enrollment Contract and then will be billed every March thereafter to your tuition account. The registration deposit will be deducted from the annual tuition that will be billed.

Split Tuition Arrangement – only complete if you will be splitting your student's tuition with another person. Both parties **must** complete their own Continuous Enrollment Contract. Your student will not be considered enrolled until we have received both contracts.

Percentage of tuition and fees being paid: □ by you: _____% □ by another party _____%

Additional Party Billing Name:_____ Relation to student: _____

Billing Address: _____

Preferred Email _____ Phone: _____

CANCELLATION PROCESS AND RELATED TUITION PAYMENTS

Enrollment for the next enrollment year will occur automatically and families will be responsible for tuition according to the withdrawal schedule below, unless written email notification of cancellation is provided to the following prior to July 16: Admissions Director, Sean Van Gemert (svangemert@c-dh.org) or Director of Finance, Lisa Prescott-Williams (lwilliams@c-dh.org).

Notification Date	Registration Fee	Tuition Due
By July 15, 2026	Non-refundable	No tuition for 2026-2027 will be due
July 16, 2026 to August 21, 2026	Non-refundable	25% of contract amount of tuition for 2026-2027
After August 21, 2026	Non-refundable	If a student starts a trimester, full trimester tuition is due

The withdrawal schedule above is effective, whether the withdrawal is for expulsion, dismissal, transfer, or otherwise. Under any withdrawal circumstance, the registration deposit is non-refundable.

TUITION POLICY

- The following policy applies to delinquent tuition. Only the President and Director of Finance may approve, in their sole discretion, exception to this policy. If tuition cannot be paid on time, you must communicate with the President or Director of Finance in writing to prevent enforcement of the delinquent tuition procedures.
  - Students with delinquent tuition may not be permitted to begin a trimester.
  - Students with delinquent tuition at graduation may not be able to participate in graduation activities and will not receive their diplomas or final transcripts until their tuition is paid in full.
- Checks and ACH payments that do not clear the bank will be charged an NSF fee by Blackbaud.
- Tuition accounts that are more than 30 days past due will be assessed a monthly fee of $15 unless payment plan arrangements have been made with the Business Office.
- Students may be charged for other miscellaneous fees (e.g., iPad damages, lost books etc.).
- Accounts requiring collection action will be liable for attorney fees and costs.

ACKNOWLEDGEMENT

I have carefully read, fully understand, and will abide by all the terms of this Continuous Enrollment Contract. Each signor is jointly and severally responsible for all amounts due under this Continuous Enrollment Contract.

_____ _____

Signature and Date Signature and Date