



Enrollment Agreement

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

At Covenant Life School ("CLS") we consider it a privilege to partner with parents to educate their children to think biblically and live passionately for Christ. We thank you for choosing CLS for your child(ren)'s education. The following details the Enrollment Agreement between CLS and your family.

1. Acknowledgement: Parent/Guardian acknowledges that the policies, procedures and practices of Covenant Life School ("CLS"), including, but not limited to, those set forth in the *Statement of Faith*, the *Family Life Values Statement* and *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 CLS. This enrollment agreement may also be modified. In such cases, adequate notification by CLS 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 CLS of any changes. Parent/Guardian understands enrollment at CLS is a privilege, not a right, and suspension of enrollment or termination of enrollment is at the sole discretion of the CLS administration. During the term of this agreement, parent/guardian does hereby promise and agree to fully and timely pay CLS (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 CLS. The tuition and registration fees for the next school year are set by the School Board in February of the current school year.

2. Term: Parent/Guardian understands, and agrees that this agreement extends until the graduation of the student(s) from CLS 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 CLS**, unless and until student's enrollment is terminated by CLS or written notice of enrollment termination from parent/guardian is received in the CLS 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 CLS **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 CLS 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 CLS. 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 school year is due in full by May 31 of the current school year**. For the convenience of parents/guardians, CLS currently offers several tuition payment plans (listed below). A tuition deposit and registration fee for each family for the following school year will be due in February of the current school year.

- 1) Annual Plan – full tuition due by July 15, or at the time of enrollment if enrolling after July 15.
- 2) Semi Annual Plan – Two equal tuition payments due in August* and January.
- 3) Monthly Plans –
 - i) Ten equal tuition payments due August* through May
 - ii) Ten equal tuition payments 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.

Initials

- iii) Nine equal tuition payments due August* 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.

*For late enrollments, first payment is due at time of enrollment, and the number of payments in payment plan will be adjusted accordingly. Some payment plans may no longer be available.

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 CLS) 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 CLS 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 of all students in the family 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 30% of the annual tuition (less any prorated tuition assistance or other discount). Registration fee is not refundable.
- c) For termination of enrollment 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 CLS on or before April 30. A tuition assistance application must have been on file with CLS' third party administrator, currently FACTS, no later than the last day of February in order to qualify.
 - 2) A tuition deposit and registration fee refund shall be granted should CLS terminate this agreement between February 28 and before the next school year begins. Simply stated, if CLS asks your family 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. Parent/Guardian also understands that tuition assistance is awarded as a discount to tuition owed. No money or payment is given to parent/guardian.

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.

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: _____

Student Name: _____ Student Name: _____

Parent/Guardian Signatures:

<i>Print Name</i>	<i>Relationship (Father/Mother/Guardian)</i>	<i>Signature</i>	<i>Date</i>
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<i>Print Name</i>	<i>Relationship (Father/Mother/Guardian)</i>	<i>Signature</i>	<i>Date</i>
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Please check applicable box:

- Married – Both signatures needed
- Single Parent/Guardian – Only one signature needed

Initials