

**ADMISSION AND FINANCIAL AGREEMENT  
BETWEEN Stephenville Christian School  
AND...**

**Family name:** \_\_\_\_\_

**Student(s) name:** \_\_\_\_\_

**Covering School Year: 2023-24**

**Date:** \_\_\_\_\_

This admission agreement is made by and between Stephenville Christian School (hereinafter referred to as "SCS") and the parent(s) or legal guardian(s) (hereinafter referred to as "parents") of the above referenced student(s). In consideration for the services provided by SCS and the SCS staff, the parent or guardian agrees, as a condition of enrollment of their student(s) at SCS, to abide by the terms and conditions of this agreement as follows:

1. The parent will pay the school all applicable registration and tuition fees as described in the Tuition and Fees Schedule and the Financial Agreement in the manner and at the time required therein.
2. All tuition payments are due by the 1st of each month.
3. Parents shall provide a credit/ debit card to SCS and hereby authority SCS to automatically charge the card on the 1st day of each month pursuant to paragraph #2 above.
4. The parent will complete and return all questionnaires and forms given to the parent by Stephenville Christian School. Prompt return of complete and accurate documentation by the parent is a condition of enrollment.
5. The parent agrees that your child's enrollment at SCS may be terminated at any time with or without cause and that the parent shall be held legally responsible for any fees and costs incurred prior to the termination of enrollment.
6. Parent agrees to keep the school informed of any medical and/or behavioral concerns of their child throughout the time of the child's enrollment and that the parent has received a "Parental Consent and Medical Authorization."

7. The parent agrees to pay for any property damage or medical services resulting from child's care and acknowledges that Stephenville Christian School cannot be responsible for the child's lost or damaged property.

8. The parent agrees to comply with all requests of Stephenville Christian School reasonably necessary to accomplish the school's purpose.

9. The parent agrees that any complaint he/she may have concerning Stephenville Christian School will first be directed to the school's administration and not directed to other parents or children. If the parent remains unsatisfied, then any complaint will be presented to the School's Board of Directors.

10. The parent agrees that as a condition of enrollment, he/she will submit to binding arbitration instead of civil litigation in the event of an unresolved dispute. The terms of the binding arbitration are described in the Stephenville Christian School Arbitration Policy.

11. By signing in the space provided below, the parent(s) acknowledge that they have thoroughly reviewed and signed the Family Handbook and, further, the parent will cooperate fully with SCS to ensure full compliance with all rules and policies.

The parent understands and agrees that violation of the school's tenets of faith, discipline policy, safety procedures, school policies and regulations or this admission agreement by the parent or student is grounds for the student's discipline or termination of this agreement and the student's enrollment.

**A. Registration Fee (a non-refundable fee.): \$385**

*This fee MUST be paid no later than August 1st for students enrolled for the entire school year. For students enrolling after August 1st, this fee is due upon enrollment.*

**B. Tuition: \$ 4,500 (yearly total)**

**\*\*PLEASE PICK A PAYMENT PLAN BY CHECKING THE BOX\*\***

**1) Payment Plan:**

**12-month** plan at **\$ 375/month**

**Date beginning:** September 1

*This plan begins on September 1st and ends with the last payment on August 1st when a student is enrolled for the entire school year. Otherwise, tuition for the partial year will depend on the number of days the student will attend school. This amount will be reflected in the number of monthly payments remaining.*

- **9-month** plan at **\$500/month**

**Date beginning:** September 1

*This plan begins on September 1st and ends with the last payment on May 1st when a student is enrolled for the entire school year. Otherwise, tuition for the partial year will depend on the number of days the student will attend school. This amount will be reflected in the number of monthly payments remaining.*

- **Paid in full: \$4500**

**\$150.00 discount, if tuition paid in full by September 1st of the school year.**

## **2) Separate billing fee**

Each family will be issued one statement for their account. Should parents/guardians living in separate households request that their bill be divided between the households, please notify the office of the request. *However, it is understood by both parties that they are equally responsible (jointly and severally liable) for the full amount of the account. Should one party refuse to pay, the other party will be held equally responsible for the unpaid amount.*

- **Please divide our account as follows:**

## **3) Late payment:**

**\*\*Each family will provide a credit/ debit card to be on file at SCS.** Payments are due on the 1st of each billing month and each payment will be charged on the 1st. Any charge that does not go through for whatever reason and/ or is declined, will be subject to late payment fees.

**4) Late payment fees shall be:** Partial payments or payments received after the 1st day of each month will result in a late charge of \$25.00 and \$10.00 per day until the amount owed is paid in full. If the due date falls on a weekend or holiday, the payment will be considered timely if received on the next business day.

## **4) Student Financial Suspension Policy:**

The basic policy is that any student's tuition overdue beyond the 10th of the month following the billed month is cause for suspension until the entire bill is paid in full. (For

example: if the March bill is not paid on the 1st, it is delinquent and late fees will begin to accrue on the the 5th of January. If the bill is still not paid by February 5th, the student will be suspended on February 5th until both months are paid in full including all late charges.) Students will not be permitted to take semester examinations if the account is delinquent or if textbooks and resources have not been returned at the end of the school year. Because the last payment is due May 1st, students whose accounts are not paid in full by May 5th, will be suspended until the bill is paid in full to avoid last minute confusion regarding the student's ability to participate in semester finals and end-of-the-year graduations and promotions.

***We have read all of the above information and are in full agreement with it.***

Parent/Guardian Signature: \_\_\_\_\_

Date:

Parent/Guardian

Signature: \_\_\_\_\_ Date:

*If a student lives with two parents/guardians, both must sign this agreement. A copy of this agreement shall be provided to you upon request.*