

Maryville Christian School

Continuous Enrollment Agreement

WHAT IS CONTINUOUS ENROLLMENT?

At Maryville Christian School (MCS), we are committed to fulfilling our purpose and mission in the lives of students, and we value a sustained, long-term partnership with families in the education of their children. In order to provide MCS families with a system of enrollment that is seamless, MCS has adopted a Continuous Enrollment system. From the time of admission into Kindergarten or above, your child will be considered enrolled at MCS through their high school graduation unless otherwise notified by a parent or guardian.

CONTINUOUS ENROLLMENT

Please take time to fully review this Continuous Enrollment Agreement (CEA). Your electronic signature will confirm your understanding that your student(s) will be continually enrolled at Maryville Christian School (MCS). This contract began with the 2018-2019 school year and shall automatically renew for each successive academic year until your student has graduated from MCS. This contract will be in force unless and until it is terminated by MCS at any time, or by completion of the withdrawal procedures as outlined below.

As a family maintains their continuous enrollment, each student's information (i.e., address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in FACTS. MCS will help to maintain the database by reminding parents to update their demographic information through FACTS.

Each January, MCS will publish the next school year's tuition, the Annual Commitment Fee (formerly called the re-enrollment fee), materials and technology fees, and information regarding tuition assistance.

ANNUAL COMMITMENT FEE

In lieu of the past re-enrollment fee, an Annual Commitment Fee of \$175 will be payable with the submission of your online enrollment for the 2018-2019 school year.

Beginning with the 2019-2020 school year, the Annual Commitment Fee will automatically be billed to your FACTS account in March, unless the Notification to Decline Enrollment Form has been submitted. The Annual Commitment Fee will be due by April 1.

No refunds of the Annual Commitment Fee will be given after April 1, except for the following circumstances: Moving/relocation 30+ miles away from MCS; disenrollment at the request of MCS; tuition assistance discount is inadequate for current financial situation.

TUITION PAYMENT SCHEDULE

Tuition rates are published each January. The following plans for tuition payment are available:

- Monthly tuition paid in 12 equal installments, June – May.
- Semi-annual tuition, payable in June and January.
- Annual tuition, payable in June.

All monthly tuition payments are made via electronic funds transfer to FACTS Tuition Management. Payments in full and semi-annual payments can be made directly to the Business Office or paid through your FACTS account. Once the online FACTS agreement is set up, the agreement will be the same each year unless written notice to change the payment plan option is provided to the Business Office.

DELINQUENT ACCOUNTS

The Finance Committee will review any family account in arrears 2 months or more. Families can present a plan to make their account current, but the Finance Committee reserves the right to dismiss a student from the school if the family

cannot meet their financial obligations. Accounts must be current at the start of each semester in order for a student to start school. Student transcripts and records will not be released until accounts have been paid in full. A graduating senior will not be able to go through graduation exercises or receive final transcripts unless all tuition and fees are paid in full.

WITHDRAWAL POLICIES

To withdraw your child at any time for the current or following school year, the following procedures apply:

- If a student will not be returning for the following school year, the parent shall submit the Notification to Decline Enrollment Form, available from the main office, prior to April 1.
- If a student is withdrawing during the current school year, the parent shall provide written notification a minimum of 2 weeks prior to the proposed withdrawal date and complete the Student Withdrawal Form, available from the main office.
- Fees are not refundable. Tuition is charged for each month the student is officially enrolled and is not refundable. Tuition paid during the summer months of July and August is not refundable. In exceptional circumstances, such as an unexpected family move away from the area, the Administration may authorize a refund upon request.
- Grades and records will not be released until all financial obligations have been resolved.

CONTINUOUS ENROLLMENT AGREEMENT TERMS

- I/We agree that the term of my student's Continuous Enrollment begins with this signed agreement, and thereafter continues automatically for students in good standing through completion of grade 12 or, if necessary, until the official withdrawal procedures are completed.
- I/We understand that the Annual Commitment Fee will be posted to our FACTS account in March, beginning in March 2019.
- I/We understand that the Annual Commitment Fee is non-refundable and non-transferable after April 1, unless the refund criteria is met.
- I/We understand that applications for tuition assistance are due by April 15 for current families. New families may apply after receiving acceptance for enrollment.
- I/We understand that I/we must maintain a current FACTS agreement as directed by Maryville Christian School (MCS) for tuition and other school fees and expenses.
- I/We agree to keep our student's demographic information updated in FACTS.
- I/We understand that we have seen the 2019-20 Tuition & Fee Schedule and agree to fulfill all financial obligations promptly.
- I/We understand that we have until April 1 every year to notify the MCS administration of any changes in my plans of enrollment for my student(s).
- I/We understand that if we breach this contract by disenrolling my student(s) after April 1, the fees paid for the upcoming school year are forfeited.
- I/We understand that although the school desires to provide a safe environment for all students, accidents and injuries can happen. By signing this agreement, families indicate that they understand and agree that there are risks and dangers involved with participation of their student(s) in any school activity, including use of playground equipment and travel on field trips or to sports events. Families assume the risk of their student's participation in all school activities, whether on campus or off campus.
- I/We agree to abide by the terms set forth in this agreement, and agree that we will review and abide by the policies outlined each year in the Student-Parent Handbook, the Athletic Handbook, and other policies of the administration and school board. Students must work responsibly, play fairly, and abide by all school policies.
- I/We understand that students and families who are not in compliance with school policies (behavior, attitude, or academic standards) or financial agreements may not be continually enrolled and may put enrollment at risk.