

Student Enrollment Contract

Name of child: _____
Last First Middle Grade 2010 - 2011

I (We), the undersigned, hereby apply for admission for my (our) child to St. Mark's school, for the upcoming school year. I (We) understand and agree that:

1) The required paperwork and registration fee reserves the student's place until JUNE 1st (the deadline for Annual Fees, Building User Fees and Activities Fees)

2) Annual Fees, Building User Fees and Activities Fees will be billed in mid-May and are due JUNE 1st. Payment not received before or on June 1st will result in your child **losing their place**.

3) **TUITION & FEES: Registration and other fees are NON-REFUNDABLE.** Tuition is due on the first day of each month, and is paid for ten months (August – April). **Tuition payments begin and are due on JULY 1st.** Tuition received after the 5th day of the month is considered late and a late charge of \$10.00 will be added. Checks returned for insufficient funds will be charged a \$25.00 per check processing fee.

School expenses and teacher salaries are set in advance, so **NO reduction or refund of tuition or fees can be made for absence, withdrawal or dismissal.** Students who withdraw for medical reasons, who move from the region or who are dismissed for disciplinary reasons will be refunded with a 30-day notification.

4) Students enrolling at any time after the first day of school are charged **full** registration and Building Use fees. Annual Fees, Building User Fees and Activities fees will be pro-rated, according to admission date.

5) St. Mark's School will make placement based on our professional judgment, and deem the best fit for the child and the school. If the child is accepted by St. Mark's School, I (we) understand and agree that the student will be enrolled for the entire academic year or the remainder of the year from the date of enrollment. In addition, parents/guardians are responsible for the tuition for that entire time period, as described below:

6) Immunization records meeting the requirements of the state and school must be on file before the child attends class.

7) Each student shall meet the standards of the school and conform to its regulations and customs. The responsibility for knowing the published standards and regulations rests with the parents.

8) St. Mark's School reserves the right to expel any student whose presence is detrimental to the student, or other students, or the school's best interests. The decision of the school will be final and binding on the child and his/her guardians.

9) No employee of the school is authorized to make changes in this contract. This contract is not complete without the signature of Administrative personnel.

10) Cancellation of this contract must be made in writing to Administrative personnel by JUNE 1st.

I (We) have read this contract, understand its terms, and agree to abide by its provisions.

Administrative Personnel

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date