

2018



2019

HILLCREST CHRISTIAN

2018-2019 ENROLLMENT CONTRACT

Please fill out only one Enrollment Contract per family. Complete the information requested below for each student being enrolled. Please contact the Admissions Office regarding additional information required for students enrolling for the first time.

STUDENT ONE

Last Name _____ First _____ Middle _____ Preferred Name _____

New Student Yes No Sex: Male Female Grade Entering _____ Birthdate ____/____/____

Social Security #: _____

Student lives with Both Parents Mother Father Guardian Other _____

Ethnic Origin (optional): African-American Asian Caucasian Hispanic Native American Other

STUDENT TWO

Last Name _____ First _____ Middle _____ Preferred Name _____

New Student Yes No Sex: Male Female Grade Entering _____ Birthdate ____/____/____

Social Security #: _____

Student lives with Both Parents Mother Father Guardian Other _____

Ethnic Origin (optional): African-American Asian Caucasian Hispanic Native American Other

STUDENT THREE

Last Name _____ First _____ Middle _____ Preferred Name _____

New Student Yes No Sex: Male Female Grade Entering _____ Birthdate ____/____/____

Social Security #: _____

Student lives with Both Parents Mother Father Guardian Other _____

Ethnic Origin (optional): African-American Asian Caucasian Hispanic Native American Other

STUDENT FOUR

Last Name _____ First _____ Middle _____ Preferred Name _____

New Student Yes No Sex: Male Female Grade Entering _____ Birthdate ____/____/____

Social Security #: _____

Student lives with Both Parents Mother Father Guardian Other _____

Ethnic Origin (optional): African-American Asian Caucasian Hispanic Native American Other

2018-2019 ENROLLMENT CONTRACT

FATHER'S INFORMATION

Name _____ Home Phone _____ Work Phone _____
Address _____ City _____ State _____ Zip _____
Social Security #: _____
Employer _____ Occupation _____
Email address _____ Cell/pager _____
Religious Affiliation _____ Church Attending _____

MOTHER'S INFORMATION

Name _____ Home Phone _____ Work Phone _____
Address _____ City _____ State _____ Zip _____
Social Security #: _____
Employer _____ Occupation _____
Email address _____ Cell/pager _____
Religious Affiliation _____ Church Attending _____

Parents are: Married Divorced Separated Other _____

NON-PARENT GUARDIAN INFORMATION

Name _____ Home Phone _____ Work Phone _____
Social Security #: _____
Address _____ City _____ State _____ Zip _____
Employer _____ Occupation _____
Email address _____ Cell/pager _____
Religious Affiliation _____ Church Attending _____

Send correspondence to: Both parents Mother Father Guardian _____

EMERGENCY CONTACT (OTHER THAN PARENTS OR GUARDIAN)

Name _____ Relationship to student _____
Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship to student _____
Home Phone _____ Work Phone _____ Cell Phone _____

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TUITION PAYMENT OPTIONS (PLEASE SELECT ONE)

- Annual Plan**—tuition paid in full by June 1, 2018 will be discounted 3.5%
- Semi-Annual Plan**—1/2 of tuition payable by June 1, 2018 and 1/2 of tuition payable by December 1, 2018
- Quarterly Plan**—tuition payable in four (4) equal installments on:
June 1, 2018, September 1, 2018, December 1, 2018, and March 1, 2019
- 12-Month Plan**—tuition payable in monthly installments beginning June 1 or 15, 2018, with final payment due May 1 or 15, 2019. **BANK DRAFT IS REQUIRED FOR THIS OPTION. Please complete and sign the Authorization Agreement below.**

AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS (BANK DRAFT)

Name(s) on the Account _____

Bank Name _____

Transit/ABA Routing Number _____

Account Number _____

Type of Account: Checking Savings

Date of Draft: 1st of each month 15th of each month (**\$50 fee per request to change date of draft**)

Students' Names: _____	Grade _____	Amount _____
_____	Grade _____	Amount _____
_____	Grade _____	Amount _____
_____	Grade _____	Amount _____

Total Monthly Draft _____

I, we, hereby authorize Hillcrest Christian School, Inc., hereinafter called "School," to initiate electronic debit entries to my (our) Checking or Savings account as indicated above and the depository name above, hereinafter called "Bank," to debit the same such account. I, we, agree to furnish the school a voided check to initiate this process.

This authority is to remain in full force and effect until School and Bank have received written notification from me (or either of us) of its termination in such time and in such manner as to afford School and Bank a reasonable opportunity to act on it.

Signature _____ Date _____

Signature _____ Date _____

Please include a **VOIDED CHECK** with this agreement.

**PLEASE READ TERMS AND CONDITIONS OF CONTRACT ON PAGE 4
AND SIGN WHERE INDICATED.**

2018-2019 ENROLLMENT CONTRACT

TERMS AND CONDITIONS

ACCEPTANCE AND PLACEMENT

Acceptance and instructional placement are subject to administrative approval, satisfactory completion of present grade, and verification of records.

RELEASE OF LIABILITY

I recognize that certain activities that my child(ren) or ward will be engaged in will involve inherent risks of injury or harm. I therefore release Hillcrest Christian School and any of its agents or employees from any legal responsibility for any injuries or damages sustained by my child(ren) as a result of or in any way connected with his/her participation in activities of the school unless the school has acted willfully or has been grossly negligent. My child(ren) has permission to participate in all activities (including extracurricular, field trips, etc.) of the school, unless the school is notified in writing.

E-MAIL/TEXT NOTIFICATION OPT-IN AGREEMENT

I understand that the school will use an electronic notification system as the primary means of communicating with parents/guardians, including emergency notifications as well as day to day necessary communications. I authorize the school to enter any contact information provided to the school, either through this application or other means, into the notification system database.

PHOTOGRAPH RELEASE

The school has my permission to use my child(ren)'s photographs for school publications and public relations.

FINANCIAL POLICIES

1. To enroll and maintain a student in Hillcrest Christian School, parents/guardians must satisfy all tuition and fee policies as established by the Board of Directors. A non-refundable, non-transferrable enrollment fee (per family, based on the oldest student) is due at the time of re-enrollment for all returning students and at the time of acceptance and enrollment for new students. This fee assures parents a place for their child(ren).
2. For returning families—all outstanding obligations to Hillcrest Christian School must be satisfied before the enrollment process can be completed.
3. Students are registered for the entire school year, and the financially responsible party indicated below is responsible for payment of tuition and fees for the entire year. Voluntary withdrawals relieve the financially responsible person from the financial obligations under this contract in accordance with the following schedule:

Withdrawal on or before May 31, 2018	Full Release of Tuition Obligation
Withdrawal June 1 - August 15, 2018	25% of Annual Tuition is Due
Withdrawal August 16, 2018 - January 2, 2019	50% of Annual Tuition is Due
Withdrawal January 3 – February 28, 2019	75% of Annual Tuition is Due
Withdrawal after February 28, 2019	100% of Annual Tuition is Due

Any request for withdrawal must be submitted in writing to the Business Office stating the reason for withdrawal.

Hillcrest will have sole discretion in determining the financial obligations remaining in situations where the School initiates the withdrawal of a student (i.e., expulsion, etc.).

4. Any draft or payment returned by the bank will result in an additional charge of \$40. Any draft or payment received after the due date will be subject to a \$50 late payment fee.
5. The school may not administer 9-weeks, semester, or final exams and/or issue report cards or diplomas for any student whose account is delinquent. Any student with a delinquent account is subject to immediate suspension and will remain out of school until the account is current or acceptable arrangements are approved. Students with delinquent accounts may not be allowed to participate in any extracurricular activity, or school sponsored event, including but not limited to participation in graduation, sporting team, band or cheerleading activities, until the account is current or acceptable arrangements are made.
6. An account is considered delinquent when payment is not received by the due date. All accounts must be cleared by May 15th prior to final exams.
7. Hillcrest Christian School reserves the right to deny readmission to any student who withdraws. No student will be considered for readmission unless they are in good standing academically and behaviorally. Parents and students must demonstrate positive reasons why they should be permitted to be readmitted.
8. Permanent records will not be released until all outstanding obligations to Hillcrest Christian School have been satisfied.

My signature below acknowledges my acceptance of the policies, procedures, and regulations of the Board of Directors and Administration set forth herein, in the Student/Parent Handbook, in the Financial Information Brochure, and any other policies that may be adopted by the Board of Directors during the school year.

I, the undersigned parent and/or guardian attest that 1) I have provided true and correct information herein; 2) I have read this Enrollment Contract; 3) I understand this Enrollment Contract is a binding, legal contract; 4) I accept the Terms and Conditions of this Enrollment Contract; and 5) I understand that submission of this Enrollment Contract constitutes my acceptance of the obligations, both financial and otherwise, as required in those Terms and Conditions.

Agreed to and accepted this _____ day of _____, 20_____.

PARENT / GUARDIAN (SIGNATURE)

PARENT / GUARDIAN (PRINT NAME)