

## Preschool – 12<sup>th</sup> Grade Continuous Enrollment Contract

At New Life Christian School, we view each stage of education with the end goal in mind. From the time your students enroll at NLCS, we equip them to graduate as Imitators of Christ, People of Virtue, Lovers of Beauty, Discerning Thinkers, and Articulate Communicators. You have decided to partner with us in education, and we value that partnership. We want to make it easy for you and your students to remain a part of our community. Continuous enrollment allows you to enroll your students in NLCS initially, and they will remain enrolled until graduation. Once you sign the Continuous Enrollment Contract, your student will be continuously enrolled until graduation or until you notify NLCS in writing of withdrawal.

The Board desires to plan and develop budgets based on projected enrollment. We aim to continue growing and improving our programs, and to build on the solid foundation of classical Christian education developed over the past few years.

- I agree that the terms of my student's continuous enrollment begin with this signed contract and, therefore, continue automatically through the completion of grade 12, or if necessary, until New Life Christian School receives official notice of withdrawal.
- I understand that if my student is NOT planning to return or intends to move from full-time to part-time, I must notify the Business Office in writing by the date published each year. Penalties associated with late withdrawal will be published annually.
  - In the event of withdrawals due to job relocation that requires moving from the area, chronic student illness<sup>1</sup>, unexpected loss of family income, or similar hardships, the Board of Directors may make an exception.
- If my student(s) is asked to leave or is expelled from New Life Christian School, tuition is payable for the entire school year.
- The parent or legal guardian agrees to pay tuition to New Life Christian School as published annually. A fee of 5% per month will be assessed on accounts that are 90 days or more past due and will be assessed on the full balance until paid in full. Select one of the following plans. You may change a payment plan by providing written notice to the Business Office with 30 days' notice.
  - Single Payment:
    - Tuition paid in full by June 30 will receive a 3% discount.
    - Tuition paid in full by July 30 will receive a 2% discount.
    - Tuition paid in full by August 23 will receive a 1% discount.
  - Semi-Annual Payment Plan:
    - Tuition paid semi-annually receives a 0.5% discount. Payments are due by August 5 and January 6.
  - Monthly payments with automatic bank drafts on the 5<sup>th</sup> or 20<sup>th</sup> of each month.

### Payment Plan Selection:

- ☐ Single Payment Plan
- ☐ Semi-Annual Payment Plan
- ☐ Monthly Payment Plan:
  - ☐ 5<sup>th</sup> of Month
  - ☐ 20<sup>th</sup> of Month
- If the monthly payment plan is selected, I/(we) hereby authorize New Life Christian School to initiate debit entries to my (our) Checking/Savings account at the financial institution listed below and, if necessary, initiate adjustments for any transactions debited in error. This authority will remain in effect until my (our) tuition account is paid in full or until New Life Christian School is notified by me (us) in writing to cancel it 3 days prior or in such time as to afford New Life Christian School and the financial institution a reasonable opportunity to act on it. I understand that thirty (30) days' written notice to New Life Christian School is required if I change banks and/or accounts.

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<sup>1</sup> A severe illness as one that prevents a person from participating in daily activities (such as attending school, work, and extracurriculars) and for which accommodations cannot reasonably be made (for example, excusal from certain activities or through an active student support plan). In addition, the individual must be under active care and treatment by a physician.

- I understand that students with canceled enrollment and with accounts in good financial standing may re-enroll if space is available, but the cancellation is nonrefundable.

By signing this agreement, I hereby understand and agree to the terms of the Continuous Enrollment contract and commit to paying the tuition balance in full and on the schedule selected above.

Parent/Guardian: \_\_\_\_\_ Date\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date\_\_\_\_\_

## Agreement to Preauthorize Withdrawals (Debits)

*(Complete only if you selected a monthly payment plan as your payment option)*

I (we) hereby authorize New Life Christian School to initiate debit entries to my (our) Checking/Savings account at the financial institution listed below and, if necessary, initiate adjustments for any transactions debited in error. This authority will remain in effect until New Life Christian School is notified by me (us) in writing to cancel it 3 days prior or in such time as to afford New Life Christian School and the financial institution a reasonable opportunity to act on it. I understand that thirty (30) days' notice, in writing, to New Life Christian School is required if I change banks and/or accounts.

**Name of Financial Institution**

**Address of Financial Institution**

(Branch, City, State, Zip)

Financial Institution Routing Number/Account Number (Attach Voided Check)

Names on the Bank Account

Home Address

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

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

**Important: Please attach a voided check from your checking account, or a voided deposit or withdrawal slip from your checking or savings account.**

|          |                  |                  |               |
|----------|------------------|------------------|---------------|
| Example: | <u>Routing #</u> | <u>Account #</u> | <u>Check#</u> |
|          | 123000521        | 254125634655     | 2626          |