Continuous Enrollment Agreement

Student(s)Last Name _____ Parent/Guardian Last Name _____

At Praise Christian Academy we consider it a privilege to assist parents in fulfilling their God-given responsibility to teach their children, and to provide our students with an education of spiritual and academic excellence with which to serve God. We thank you for choosing PCA for your child(ren)'s education. The following details the Enrollment Agreement between PCA and your family.

1. Acknowledgement: Parent/Guardian acknowledges that the policies, procedures and practices of Praise Christian Academy, including, but not limited to, those set forth in the *Statement of Faith and Cooperation* and the *Parent-Student Handbook,* are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by all such policies, procedures and practices and acknowledges that the same will be subject to periodic modification by PCA. This enrollment agreement may also be modified. In such cases, adequate notification by PCA will be provided to parents/guardians.

Parent/Guardian represents and warrants that the information provided on the Student Application is accurate and that the parent/guardian will immediately notify PCA of any changes. Parent/Guardian understands enrollment at PCA is a privilege, not a right, and suspension of enrollment or termination of enrollment is at the sole discretion of the PCA administration. During the term of this agreement, parent/guardian does hereby promise and agree to fully and timely pay PCA (in accordance with the payment plan elected) all tuition, charges, fees, and assessments associated with the student's admission, enrollment and/or program participation at PCA. The tuition and registration fees for the next school year are set by the PCA Board of Directors in December of the current school year.

2. Term: Parent/Guardian understands, and agrees that this agreement extends until the graduation of the student(s) from PCA or the termination of this agreement as provided herein. Accordingly, **the term of this agreement shall be in effect for the academic year in which the student is enrolled and shall renew automatically for each successive academic year until graduation from PCA** unless and until this agreement is terminated by PCA or written notice of termination from parent/guardian is received in the PCA Finance Office on or before February 28 of each year. Simply stated, if a student will not be returning the following school year, the parent/guardian must notify PCA **in writing by February 28** of the current school year. Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within PCA and not for a period of attendance and that the absence of a student during that academic year does not materially reduce the expenses of PCA. Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic year shall not excuse, alter, abate or nullify the parent's/guardian's obligations for tuition and certain other charges and fees through the academic year.

3. Payment: Parent/Guardian understands that **tuition for the following school year is due in full by July 15**. However, for the convenience of parents/guardians, PCA currently offers four tuition payment plans (listed below). A tuition deposit for each familyfor the following school year will be due March 1st of the current school year.

1) Annual Plan – full tuition due by July 1. (5% discount applies)
2) Semi Annual Plan – two equal tuition payments are due in July and December.
3) Quarterly Plan – four equal tuition payments are due in July, October, January and April.
4) Ten-Month Plan – ten equal tuition payments are due July through April.

4. Withdrawals: Parent/Guardian understands that the overhead expenses of the school do not diminish with the withdrawal of some students and that (upon acceptance of this contract by PCA) they accept the obligation to pay the tuition for the full academic year for which they remain enrolled. Requests for refunds are subject to the discretion of the PCA school board. Should a request be granted, refunds will be calculated as follows:

a) The tuition deposit and registration fee for the following school year are fully refundable if withdrawal is completed on or before February 28 of the current school year.

b) For withdrawal prior to the first day of school, parents/guardians are responsible for 1/10 of the annual tuition (less any prorated tuition assistance or other discount). Registration fee is not refundable. c) For withdrawal after any semester starts, parents/guardians are responsible for the two month's tuition.

5. Eligibility: Parent/Guardian understands that student(s) may not attend classes and/or participate in any school sponsored activities until all enrollments and registration forms, including a signed Enrollment Agreement, are received and all enrollment fees are paid.

6. Tuition Assistance: Parent/Guardian understands that if student(s) qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax returns or other requested documentation are verified or past due accounts are paid.

7. Delinquent Accounts: Parent/Guardian understands that access to report cards, transcripts, and other such student records will be withheld should their account become delinquent. Should their account become past due, parent/guardian understands that student(s) are subject to suspension from school and all school-sponsored activities until account is made current. Finally, parent/guardian understands that a late fee will be assessed should a payment be 5 days past due.

Returned checks (NSF): Parent/Guardian understands that a service charge will be assessed per returned check or incomplete withdrawal due to insufficient funds. Parent/Guardian also understands that after two returned checks, payments may only be made with cash, cashiers check, or money order.

I understand the Enrollment Agreement and agree to the terms as outlined above for the following:

Student Name: _____

Student Name: _____

Student Name: _____

Student Name: _____

Parent/Guardian signatures (if married, both signatures are needed):

Mother_____ Date_____

Father_____ Date_____