

## **Continuous Enrollment**

This Continuous Enrollment Agreement pertains to all children enrolled at Westside Christian High School. I understand that my child will be considered enrolled at Westside Christian High School through their high school graduation unless otherwise notified by a parent or guardian.

### **WHAT IS CONTINUOUS ENROLLMENT?**

At Westside Christian High School, we recognize the value in a sustained, long-term partnership with families in the education of their children. Because of this philosophy, Westside Christian High School is pleased to offer a concept in enrollment management called Continuous Enrollment. From the time of admission, your child will be considered enrolled at WCHS through their high school graduation unless otherwise notified by the parent.

Please take time to fully review this Continuous Enrollment Agreement (CEA), as your electronic signatures will confirm your understanding that your student(s) will be continually enrolled at Westside Christian High School (WCHS). This contract applies to the first academic year and will automatically renew for each successive academic year until your student has graduated from WCHS. This contract will be in force unless and until it is terminated by WCHS at any time, or 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. WCHS will help to maintain the database by reminding parents to update their demographic information regularly.

Tuition rates are subject to increase from year to year. The undersigned parent(s) or guardian(s) will be informed of the new tuition rates prior to the date the continuous enrollment fee is charged for the upcoming school year. The undersigned agrees to pay the applicable tuition rates and abide by the tuition policies set forth below. In March of each year, WCHS will publish the upcoming school year's tuition rates, the annual continuous enrollment fee, and information regarding tuition assistance.

## **CONTINUOUS ENROLLMENT FEE**

The continuous enrollment fee for the upcoming academic year will be charged on April 30th. If you notify the Business Office by March 31 of an intent to withdraw, the fee will not be charged to your account. If we receive notice of withdrawal after March 31, the fee is nonrefundable.

## **TUITION PAYMENT SCHEDULE**

The following plans for tuition payment are available:

1. Monthly tuition paid in 12 equal installments, July-June, payable on any of the following selected days:

-5th of the month

-10th of the month

-20th of the month

2. Annual tuition, payable by July 20th will receive a 2% discount

3. Semi-annual tuition payments by July 20th and January 20th will receive a 1% discount

Once your tuition payment plan is set up, the agreement will be renewed each year unless written notice to change the payment plan option is provided to the Business Office.

## **DELINQUENT ACCOUNTS**

Students will not be assigned to a class, receive their schedule, or be allowed to participate in athletics unless the account is current through August. Once school begins, students will not be admitted to class or allowed to participate in athletics when the account has 2 months tuition past due. FACTS SIS charges a non-sufficient funds fee if funds are not available when collection is attempted. WCHS reserves the right to assess a late fee if tuition is paid after the 20th of the month.

Please refer to the Parent-Student Handbook for the current amounts of these fees and other financial policies which are viewed in FACTS Family Portal and will be updated each fall.

## WITHDRAWAL POLICIES

To withdraw your child at any time for the current or following school year, you must complete the WCHS Withdrawal Form available in the school office. Tuition payments will be refunded based on the schedule listed on the [WCHS Tuition Charge and Refund Policy](#) reiterated here:

### **% Refund of full tuition for Student Withdrawing**

July	100%
August	90%
September	80%
October	70%
November	60%
December	50%
January	40%
February	30%
March-June	0%

All accounts are to be paid in full at time of withdrawal. Class and textbook fees are non-refundable once the school year begins and will be due in full regardless of payment plan selection.

Please refer to the Parent-Student Handbook each year for updates to these and other financial policies. In the event of withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.

## CONTINUOUS ENROLLMENT AGREEMENT TERMS

- We agree that the term of my student's continuous enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the WCHS Withdrawal Form is completed.

- We understand that the continuous enrollment fee will be drafted in lump-sum for future school years as specified above.
- We agree to keep our student's demographic information updated in FACTS.
- We agree to maintain a current tuition payment plan with terms as specified above and that any changes to those terms must be communicated in writing to the Business Office.
- We agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.
- We agree to abide by the policies set forth in the Parent-Student Handbook and will review the handbook each year for any changes to those policies.
- We agree to fulfill all financial obligations promptly.
- We understand that each and every signature that is electronically recorded within this packet applies to all future years that we are enrolled in Westside Christian. Should any substantial changes be made to any of these agreements in the ensuing years, the school may require a revised signature.

My electronic signature signifies my understanding of and agreement to the terms of the Continuous Enrollment Agreement with Westside Christian High School.