



**GRACE LUTHERAN SCHOOLS
EARLY CHILDHOOD – ELEMENTARY – MIDDLE SCHOOL – HIGH SCHOOL
2017-2018 TUITION CONTRACT AGREEMENT**

**DUE DATE FOR PRIORITY RE-ENROLLMENT
FEBRUARY 10, 2017**

If you are re-enrolling more than two students, please use a second form.

Student Name _____

Please choose from the following grade-level options:

- Full-Time Preschool PK2 PK3 PK4
- Part-Time Preschool PK3 (T/Th) AM --or-- PK4 (M/W/F) AM
- Kindergarten Only AM PM
- Kindergarten w/Extended Care (this is an AM Kindergarten class)
- Grade _____ (please indicate grade 1st thru 9th)
- Extended Care 1st thru 6th – please check Full-Time Part-Time
- Summercare 2017 (PK2-5th)

Student Name _____

Please choose from the following grade-level options:

- Full-Time Preschool PK2 PK3 PK4
- Part-Time Preschool PK3 (T/Th) AM --or-- PK4 (M/W/F) AM
- Kindergarten Only AM PM
- Kindergarten w/Extended Care (this is an AM Kindergarten class)
- Grade _____ (please indicate grade 1st thru 9th)
- Extended Care 1st thru 6th – please check Full-Time Part-Time
- Summercare 2017 (PK2-5th)

*We will do our best to honor your AM or PM request, but it is not always possible to meet everyone's preference.
Refunds are not given if a child is offered placement in either class.*

Terms of your School Year Tuition Contract Agreement – Please initial in the space next to each section to indicate your understanding of these policies.

TUITION: Rates for the 2017-2018 school year will be announced in April and are guaranteed not to exceed a 6% increase over 2016-2017 rates (please refer to letter enclosed with this contract). FACTS Tuition Management Services must be used and is the automated payment service provider for all monthly payments and unpaid incidentals. A 3% DISCOUNT will be applied to all accounts paid in full at the school office on or before June 1, 2017.

_____ initial

SPLIT BILLING: Split billing will require all parties to have a FACTS account. There is an additional yearly fee of \$50.00 for split billing. All parties involved in split billing must sign a tuition contract and are considered both jointly and individually fully responsible for all fees.

_____ initial

EXCLUSION FROM CLASSES: When tuition becomes 30 days past due, the school may elect to dis-enroll the child and hold diplomas, yearbooks, files, test results, or any other records and items until payment has been made in full.

_____ initial

WITHDRAWALS: Refunds are given if a family moves 20 additional miles from the school site from their present residence and shall be calculated based on the attended days. **Withdrawing families who do not meet the move requirement are obligated to immediately pay the balance of the tuition for the entire school year.** (In cases of job loss or tragedy, please contact the Executive Director so that support can be given, if financial need is determined.)

_____ initial

LOST OR DAMAGED ITEMS: Parents agree to pay for lost or damaged school property.

_____ initial

My signature below indicates agreement and understanding of the contract and gives the school permission to bill my FACTS management account for registration with my March FACTS payment, and if applicable Summercare registration fee with my May FACTS payment, and tuition for the 2017-2018 school year, starting in June. I also agree that incidentals such as athletic fees or field trips may be billed to my FACTS account, if not paid by other means on or before the due date. I have read the letter dated January 12, 2017, included with this contract.

Father/Guardian: _____
(please print name)

Mother/Guardian: _____
(please print name)

SS # _____

SS # _____

Father/Guardian Signature _____

Date _____

Mother/Guardian Signature _____

Date _____

Please return this form by February 10th and your re-enrollment process is completed.

It is suggested that the parent either mail or personally hand this form to the office.
Confirmation of re-enrollment will be made by e-mail. Should you not receive this notification within 3 business days, please contact the school office.