

TUITION PAYMENT OPTION

Student(s):

Tuition is due on the first of the month. Bank draft is the preferred method of tuition payment. All other methods of payment must be approved by DCS administration. Please complete all of the information below.

1. Select a payment plan.
2. **August tuition** is to be paid by check, cash, money order or credit card by August 9, 2017. Tuition drafts will begin September 1, 2017.
3. The 12 month option is available to students who have completed registration prior to February 28, 2017.
4. Students will not be allowed to attend classes until a completed Enrollment Contract is on file in the DCS office.
5. See the Parent/Student Handbook for more information about tuition.

Select One	Payment Options	Due Dates
	Annual Plan ---a one-time payment (bank draft not available)	August 9, 2017
	Semi-Annual Plan ---two payments (bank draft not available)	August 9, 2017 & January 4, 2018
	Quarterly Plan -four equal installments (bank draft not available)	August 9, 2017 October 1, 2017 January 4, 2018 April 1, 2018
	10-Month Plan -tuition payable in ten monthly installments	August 9, 2017 - May 1, 2018
	12-Month Plan - -tuition payable in twelve monthly installments <i>THIS PLAN IS ONLY AVAILABLE TO STUDENTS REGISTERED PRIOR TO FEBRUARY 28, 2017</i>	August 9, 2017 - July 1, 2018

AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENT THROUGH BANK DRAFT

Name(s) on the Account	
Bank Name	
Transit/ABA Routing Number	
Account Number	
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

ATTACH A VOIDED CHECK HERE

I, we, hereby authorize Discovery Christian School, Inc., hereinafter called "School," to initiate electronic debit entries to my (our) account Checking or Savings account as indicated above and the depository name above, hereinafter called "Bank," to debit the same account. I, we, agree to furnish the school with 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 _____

Discovery Christian School 2017 – 2018 Enrollment Contract

All students enrolled in Discovery Christian School are required to complete an enrollment contract and abide by all terms and conditions. Please read, complete all sections, sign and return.

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 Discovery 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.

PHOTOGRAPH RELEASE

The school has my permission to use my child(ren) photographs for school publications and public relations. If permission is not granted, I will notify the school in writing.

PARENT/STUDENT HANDBOOK

Our family has read the DCS Parent/Student Handbook and agrees to abide by the established rules and standards of conduct. We agree to partner with the school regarding all aspects of the student's experience while enrolled at DCS. I understand that my child will be held accountable for his actions and is expected to, at all times, conduct himself in a way that is pleasing to God.

FINANCIAL POLICIES

1. To enroll and maintain a student in Discovery Christian School, parents/guardians must satisfy all tuition and fee policies as established by the Board of Directors.
2. For returning families, all outstanding obligations to Discovery 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 for reasons other than the student moving outside the school area, relieve the financially responsible person from the financial obligations under this contract in accordance with the schedule below. Any request for withdrawal must be submitted in writing to the school office stating the reason for withdrawal. Discovery Christian School 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.).

• Withdrawal on or before May 31, 2017	Full Release of Tuition Obligation
• Withdrawal June 1 – July 31, 2017	25% of Annual Tuition is Due
• Withdrawal August 1 – December 31, 2017	50% of Annual Tuition is Due
• Withdrawal January 1, 2018 – February 28, 2018	75% of Annual Tuition is Due
• Withdrawal after February 28, 2018	100% of Annual Tuition is Due
4. Any draft or payment returned by the bank will result in an additional charge of \$30. Any draft or payment received after the due date will be subject to a \$30 late payment fee each month that the payment is late.
5. An account is considered delinquent when payment is not received by the due date. Students whose accounts are past due 45 days may be restricted from attending classes, participating in extracurricular activities, taking exams, or receiving report cards until the account is current. 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 teams, or cheerleading activities, until the account is current and acceptable arrangements have been made. The school reserves the right to refuse to extend further credit to any student whose account reflects a continuous/repeated financial risk. DCS also reserves the right to pursue other means to collect balances due to the school, as the situation may warrant.
6. Discovery 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.
7. Permanent records will not be released until all outstanding obligations to Discovery 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, 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____.
(DAY) (MONTH) (YEAR)

Parent/Guardian (SIGNATURE)

Parent/Guardian (PRINTED NAME)

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