

Returning Student Payment/Fee Schedule

Student Name(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. Students will not be allowed to attend classes until a completed Enrollment Contract is on file in the DCS office. Please complete all of the information below by completing the following steps:

- Step 1.**
- I/We elect to continue using the 19-20 Tuition Payment Plan.
- I/We would like to request a new Tuition Payment Plan from the DCS Administration. We would like to change to the _____ (see options below) Tuition Payment Plan.

Payment Plan Options/Due Dates:

- Annual Plan ---a one-time payment (bank draft not available); Due: 8/1/20
- Semi-Annual Plan ---two payments (bank draft not available); Due: 8/1/20 & 1/1/21
- Quarterly Plan---four equal installments (bank draft not available); Due: 8/1/20, 11/1/20, 2/1/21, 5/1/21
- 10-Month Plan---tuition payable in ten monthly installments; Due: 8/1/20 to 5/1/21
- 12-Month Plan---June, 2020 to May,2021-tuition payable in twelve monthly installments; Due: 6/1/20 to 5/1/21

- Step 2.** Complete the bank authorization information.

AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENT THROUGH BANK DRAFT

| | | |
|------------------------------|---|---------------------|
| Name(s) on the Account | | For Office Use Only |
| Bank Name | | |
| Account Number: | Routing Number: | |
| Type of Account (select one) | <input type="checkbox"/> Checking <input type="checkbox"/> Savings | |

- Step 3** Attach a voided check.

- Step 4** Read and date.

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. 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.

Agreed to and accepted this _____ day of _____, 20____.

(DAY) (MONTH) (YEAR)

- Step 5** Signatures

Parent/Guardian (SIGNATURE)

Parent/Guardian (PRINTED NAME)

Parent/Guardian (SIGNATURE)

Parent/Guardian (PRINTED NAME)

Financially Responsible Party (if other than parent/guardian)

Relationship to Student

Discovery Christian School 2020 – 2021 Student Enrollment Contract

Student Name(s):

Grade(s) Entering:

All students enrolled in Discovery Christian School are required to complete an enrollment contract and abide by all terms and conditions. All applicable parties must read, complete all sections, initial, sign and return to the school.

TERMS AND CONDITIONS

ACCEPTANCE AND PLACEMENT

_____ Acceptance and instructional placement are subject to administrative approval, satisfactory completion of
(Initials) 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
(Initials) 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.
(Initials) 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
(Initials) standards of conduct. We agree to partner with Discovery Christian 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. Discovery Christian School has the explicit right to amend the 20/21 Parent/Student Handbook at any time.

SCHOOL/FAMILY COOPERATION

_____ The parents/guardians understand that the school cannot fulfill the educational mission without positive
(Initials) relationships between the parents and guardians of its students at the school. The school has the right to terminate a student's enrollment if the actions of his or her parent or guardians interfere significantly with the school's accomplishment of its educational purposes. Therefore, the parents/guardians agree to support the enforcement of the school regulations and the administration of school policies.

FINANCIAL POLICIES

_____ (Initials)

1. To enroll and maintain a student in Discovery Christian School, parents/guardians must satisfy the full year 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, 2020 | Full Release of Tuition Obligation |
| • Withdrawal June 1 – July 31, 2020 | 25% of Annual Tuition is Due |
| • Withdrawal August 1 – December 31, 2020 | 50% of Annual Tuition is Due |
| • Withdrawal January 1, 2021 – February 28, 2021 | 75% of Annual Tuition is Due |
| • Withdrawal after February 28, 2021 | 100% of Annual Tuition is Due |

4. Force Majeure: Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods. The Parent's financial obligations under this Contract remain in full force and effect. Should the School close, the School's duties and obligations under this Contract shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event under this Paragraph, the School is under no obligation to refund any portion of tuition paid.
5. 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.
6. 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.
7. 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.
8. Permanent records will not be released until all outstanding obligations to Discovery Christian School have been satisfied.
9. Any person accepting financial responsibility other than a parent or legal guardian must sign and agree to the terms.

The signatures below acknowledge our acceptance of the policies, procedures, and regulations of the board of directors and administration set forth herein this Enrollment Contract, the Parent/ Student Handbook, and any other policies that may be adopted during the school year. We, the undersigned parents/guardians/financially responsible parties attest that: 1. I have provided true and correct information herein; 2. I have read this enrollment contract; 3. I understand that this Enrollment Contract is a legal binding 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)

Father/Guardian (SIGNATURE)

Father/Guardian (PRINTED NAME)

Date

Mother/Guardian (SIGNATURE)

Mother/Guardian (PRINTED NAME)

Date

Financially Responsible Party (Other than parent/legal guardian)

Relationship to Student

Date

