



Student Enrollment Contract 2020-2021

Both parents, guardians, and other persons responsible for payments should read all the provisions of this Contract, complete the required information, sign and return the Contract to the Admission Office accompanied by first month or whole tuition payment. A student is accepted for enrollment or re-enrollment when the Contract has been delivered to the School, countersigned and dated. A copy of the accepted Contract will be returned prior to the start of the school year. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of the School's Board of Trustees.

Student's Name: Grade to Enter: Date to Enter:

In consideration of the acceptance of this Contract by the School, the undersigned agrees to pay the required TOTAL TUITION for the full academic year and any additional fees incurred and agree to be bound by the provisions of this Contract. So long as tuition and fee payments are not delinquent, tuition payments are due no later than the dates listed on the reverse side of this Contract.

Enrollment and Re-enrollment is conditioned upon the following terms:

1. Successful completion of the current academic year and recommendation of the School is required for re-enrollment of currently enrolled students.
2. First month or whole tuition payment is due with this contract. Tuition payments must be received by the School on or before each due date. Tuition for students entering the School after the start of the school year will be prorated based on the number of attendance days remaining in the school year after entry compared with the total attendance days in the school year.
3. I understand that no refund or cancellation of tuition or fees will be made by the School for absence, withdrawal, or expulsion/ dismissal before the end of the school year and agree to assume full responsibility for tuition and all related fees. Extended absence due to medical reasons will be handled on a case by case basis.
4. Acceptance of enrollment constitutes an agreement to pay the full academic year's account, comprised of both TOTAL TUITION and all related fees and expenses of the student. The School is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.
5. In support of this contract, a promissory note for the balance of the year's tuition (with 0 % interest) will be issued by the school and signed by the parents in those cases in which parents choose an installment payment plan in lieu of full payment prior to the beginning of the school year.
6. The student and the student's family agree to comply with and be subject to the School's rules and policies as set forth in the Parent-Student Handbook, as amended from time to time. The school reserves the right to suspend or dismiss any student whose progress or conduct is unsatisfactory, for failure to follow policies and procedures established by the school, or whose influence does not serve in the best interest of the school. No refunds are given to any student that is dismissed for these or any other reason or for students who leave midyear by parents' choice.

For office use only: Tuition amount enclosed _____ Check # _____ Cash _____ Books and activities fee _____



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7. Parents are responsible for the remaining balance of tuition, school fees and any other school activity fee if the child is enrolled in state choice voucher program or if their child is partially sponsored. _____ (initial)
8. Parents need to submit vacation request/agreement form for any travel plan for one week or more. It is the parent's responsibility to make arrangement with classroom teacher to ensure that student complete missed work. Tuition will not be waived for the missed days and has to be paid for vacation time. Please be aware that any travel plan that results in missing 18 instructional days or more will jeopardize enrollment and will result in school dismissal.
9. An account is considered delinquent if not paid within 5 business days of the due date. A late payment fee of \$30 will be charged if payment is not received by the 5th business day of each month. Whenever a tuition or fee account becomes past due for a period of 90 days from its due date then, unless the School shall obtain adequate security acceptable to the School for such account within that 90 day period, the student will be withheld from classes until the delinquency is cured. If the delinquency is not cured within an additional 30 day period, the student will be dismissed. In all events, the first tuition installment payment must be paid on or before the first day of school or the student's place will not be reserved. The student will not be enrolled in classes.
10. Indiana Horizon Academy reserves the right to discontinue enrollment or to decline re-enrollment of a student, if the school reasonably concludes that the actions of a parent (or guardian) make a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purposes and policies. It is the parent responsibility to find an alternative school or childcare center for the child.
11. Transcripts will be held for students until all unpaid tuition and fees are received.
12. A \$35.00 will be assessed on every returned check.
13. A \$10 **late pick-up fee** will be required for every family for every 10 minute after after 3:45 p.m.

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Based on the tuition fee schedule per your income, please check the option(s) that applies to you below:

- One full tuition payment due with this contract in the amount of \$ _____
- Two tuition payments 1st one due of September first with the contract in the amount _____ 2nd tuition payment due on January 5th.
- 10 monthly payments starting on August/September first due with contract and ending on May/June in the amount of \$ _____
- Partial tuition is being privately sponsored or by the state voucher choice program due by _____
- Books, activities and technology fee of \$325 is due on August 30th 2020
- Snack fee of \$180 is due on August 30th 2020. (Preschool and PreK only).

Accepted:

Parent (1) or guardian name

Signature

Date

Parent (2) or guardian name

Signature

Date

Indiana Horizon Academy head

Signature

Date

For office use only: Tuition amount enclosed _____ Check # _____ Cash _____ Books and activities fee _____
