

**ENROLLMENT CONTRACT-ST. HELEN CATHOLIC SCHOOL
2017-2018 ACADEMIC YEAR**

Please read this contract carefully before signing as it is legally binding.

Print Student(s) First/Last Name: _____ Grade(s): _____

In consideration of the acceptance of the enrollment by St. Helen Catholic School for the student(s) in the grade(s) indicated above, the undersigned understands and agrees to the terms of this enrollment contract.

I. Tuition and fees: All tuition and all fees are non refundable. The undersigned agrees to pay the required tuition and fees as specified below:

A. Registration fee (Registration and Extended Day) is due upon signing this contract. Both new and returning families are required to submit a NON-REFUNDABLE REGISTRATION FEE. THE REGISTRATION FEE RESERVES THE STUDENT(S)'S PLACE FOR THE 2017-2018 ACADEMIC YEAR. ONE SIGNED CONTRACT PER FAMILY MUST ACCOMPANY A SIGNED APPLICATION FOR NEW STUDENTS.

B. All other Student Fees are due on or before MAY 1, 2017.

C. Payment options: Tuition will be paid according to one of the following payment options : 1. One annual payment; 2. Ten monthly payments by automatic deduction from July-April.

II. Delinquent accounts: The undersigned understands and agrees that the timely payment of tuition and fees in accordance with this agreement is important to the operating budget of the school. Accordingly, the undersigned agrees as follows:

- A. Registration fees are due at the time of registration. Any returning student registering after **February 5, 2017**, will be assessed a \$100 late registration fee.
- B. Tuition, if not paid in one annual payment, is due on the 5th or the 20th of every month. Any payments received after the 5th or 20th of the month are deemed delinquent and are subject to a \$30 late fee. A \$25 fee will be assessed for each returned check. St. Helen Catholic School offers two tuition levels. **[Parishioner stewardship will be determined by the Parish Office and is based on the prior calendar year rather than the academic year.]**
- C. **Delinquent accounts of 30 days or more may result in automatic withdrawal of the student until all tuition, fees, and late fees are brought current.**
- D. **Report Cards, Diplomas, Certificates of Graduation, and copies of all school records may be withheld for any student for whom tuition or other school charges are delinquent, until paid in full. ALL SCHOOL RECORDS AND TRANSCRIPTS REMAIN THE PROPERTY OF ST. HELEN CATHOLIC SCHOOL.**
- E. The undersigned shall reimburse St. Helen Catholic School for all collection costs associated with collecting a delinquent account, *including any court costs and attorney's fees*, and acknowledge that delinquent account information may be reflected in their credit report.

III. Full year obligation

- A. **Enrollment obligation:** The undersigned agrees and understands that signing this Enrollment Contract for the coming academic year indicated above obligates the undersigned and the above-named student *to accept and adhere to the rules and regulations of St. Helen Catholic School stated in the current Handbook and the requirements concerning payment of tuition and fees specified above. The undersigned and the above named student agree to accept grade placement or terms of re-enrollment as determined SOLELY BY THE SCHOOL ADMINISTRATION.*
- B. No reduction or remission of tuition can be made for **any absence, withdrawal, or dismissal.**
- C. **Termination allowance:** Notwithstanding the above Enrollment Obligation in III A. above, St. Helen Catholic School will allow termination of the named student's Enrollment Contract upon **Family Relocation due to a job transfer out of St. Helen Catholic School's Metropolitan Area.** To obtain official termination by St. Helen Catholic School, a formal written request must be submitted by the Parent or Guardian of the named student providing justification for such request, along with a letter from the Employer initiating the transfer. St. Helen Catholic School will act within ten (10) working days of receipt of the written request. **If Termination is approved by St. Helen Catholic School, the undersigned will insure that all fees and tuition are paid to the date of termination and no further obligations will be required by the undersigned unless specified otherwise by St. Helen**

Catholic School. St. Helen Catholic School reserves the right to determine an eligible Family Relocation and the efficacy of verification of transfer.

D. **Limited right to termination due to change of circumstances and hardship:** Termination of this contract **must be made in writing to the principal on or before June 30, 2017. If this contract is executed after July 1, 2017, termination must be made in writing to the principal prior to the first day of school attendance.** Changes in circumstances and hardship that require the removal of the student from St. Helen Catholic School *will not terminate the undersigned's obligations under this Enrollment Contract unless the undersigned can demonstrate that (1) no reasonable accord can be reached that will allow the undersigned to fulfill the financial obligations to St. Helen Catholic School without severely prejudicing the student and family financially or (2) the student's continued attendance at St. Helen Catholic School is adverse to the student's academic and spiritual development.* St. Helen Catholic School reserves the right to determine whether the change of circumstances and hardship merit termination of this Enrollment Contract.

IV. **School Rights Reserved.** The undersigned and the above named student understand and agree that St. Helen Catholic School reserves the right to expel or dismiss any student who in conduct, attitude or academic progress or whose parent's behavior proves not to be in harmony with St. Helen Catholic School standards or policies as outlined in the school handbook **or determined within the sole discretion of the school administration.** The undersigned and the above named student understand and agree that the above named student must meet academic and other student standards and policies before entering St. Helen Catholic School for the 2017-2018 school year. The undersigned and the above named student understand and agree that the school handbook may be amended from time to time during the school year without prior notice to the undersigned or above named student. The undersigned and the above named student understand and agree that the school handbook is not a contract between St. Helen Catholic School and the undersigned and the above named student, and the terms and provisions of the school handbook are not part of this contract.

V. **Fundraising and Service Hour Commitment:** a. Each family is required to raise or pay the **\$250** fundraising for 1 child and **\$350** for 2 or more children each year. This amount is due on or before April 15, 2018. b. Each family has a commitment of **25 service hours** each year to be completed by April 15, 2018. The undersigned agrees to participate (physically and financially) in any combination of fundraising and service hour activities outlined. Unperformed service hours are payable at \$10 for each hour not worked.

VI. The student shall at all times comply with the rules and regulations of the School as adopted from time to time. By execution hereof, the undersigned agrees to be bound by the terms of the School's Parent-Student Handbook. In addition, parents agree to stay informed and active in their child's education by reading and returning timely signed documents, attending required meetings, and accessing school and teacher web pages.

VII. The School reserves the right to place the student in the grade or class group that it feels will be most beneficial to the student and the school.

THIS DOCUMENT IS A CONTRACT WHICH SHALL BE INTERPRETED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. PLEASE READ THE ENTIRE CONTRACT AND FULLY UNDERSTAND IT BEFORE SIGNING AND DATING IT IN THE SPACES PROVIDED BELOW.

We (I) hereby acknowledge that we (I) have read and understand this enrollment contract and agree to abide by its provisions.

Signature Father/Legal Guardian Date Print Name

Signature Mother/Legal Guardian Date Print Name

Phylliss Coleman, Principal Date