



Christian Heritage School

575 White Plains Road Trumbull, CT 06611
Tel 203.261.6230 www.christianheritageschool.org

Student(s) Last Name _____ Parent/Guardian Last Name _____

At Christian Heritage School (“CHS”) we consider it a privilege to assist parents in fulfilling their God-given responsibility to teach their children, and to provide our students with an education of spiritual and academic excellence with which to serve God. We thank you for choosing CHS for your child(ren)’s education. The following details the Enrollment Agreement between CHS and your family.

___ 1. **Acknowledgement:** Parent/Guardian acknowledges that the policies, procedures, and practices of CHS, including, but not limited to, those set forth in the current Statement of Faith and Cooperation and the Parent-Student Handbook, are incorporated in this agreement by reference. Accordingly, parent/guardian agrees to abide by all such policies, procedures and practices and acknowledges that the same will be subject to periodic modification by CHS. This enrollment agreement may also be modified. In such cases, adequate notification by CHS will be provided to parents/guardians.

Parent/Guardian represents and warrants that the information provided on the Student Application is accurate and that the parent/guardian will immediately notify CHS of any changes. Parent/Guardian understands enrollment at CHS is a privilege, not a right, and suspension of enrollment or termination of enrollment is at the sole discretion of the CHS administration. During the term of this, parent/guardian promises and agrees to fully and timely pay CHS (in accordance with the payment plan selected) all tuition, charges, fees, and assessments associated with the student’s admission, enrollment and/or program participation at CHS. The tuition for the next school year is set by the CHS Board of Trustees by January of the current school year.

___ 2. **Term:** Parent/Guardian understands and agrees that this agreement extends until the graduation of the student(s) named on this contract from CHS or the termination of this agreement as provided herein. Accordingly, **the term of this agreement shall be in effect for the academic year in which the student is enrolled and shall renew automatically on March 1 of each successive academic year until graduation from CHS** unless and until this agreement is terminated by CHS, or written notice of termination by the parent/guardian is received in the CHS Finance Office on or before February 28 of each year. **Simply stated, if a student will not be returning the following school year, the parent/guardian must notify CHS in writing by February 28 of the current school year.**

Parent/Guardian acknowledges that the tuition and fees charged for the academic year are for a place within CHS and not for a period of attendance. The absence of a student does not materially reduce the expenses of CHS. Parent/Guardian agrees that the absence, academic failure, or withdrawal of the student during the academic school year or, for the next academic school year, after February 28, shall not excuse, alter, abate, or nullify the parent(s)/guardian(s)’ obligations for tuition and certain other charges and fees for that year or those years.

___ 3. **Payment:** Parent/Guardian understands **starting on March 1, full tuition for the next school year is contractually due to CHS for their student(s), who is/are considered as enrolled for the next school year at that date.** However, for the convenience of parents/guardians, CHS currently offers the following tuition payment plans:

- a. **Deposit** – for the next school year due by March 31

Non-payment of the deposit may result in loss of a student’s place in the classroom for the next school year.

“In Christ are hid all the treasures of wisdom and knowledge.” Colossians 2:3



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- b. **Annual Plan** – tuition in full (less the deposit) due in May.
- c. **Semi Annual Plan** – ½ of tuition due in May and September. Deposit will be credited to May's payment.
- d. **Ten-Month Plan** – ten equal monthly tuition payments due May through February. Deposit will be credited to the May's payment.

___ 4. **Withdrawals:** Parent/Guardian agrees to notify the CHS Finance Office in writing (letter or email) no later than February 28 if they plan to withdraw their student(s) for the next school year.

a. **Extension for tuition assistance determination** - In cases where parent/guardian has filed a fully completed application for tuition assistance on or before February 28 for the next year's tuition (fully completed means that the application has been submitted to the tuition assistance service along with all required tax documentation), parent/guardian will be granted a one-month extension of the deadline to notify CHS of their student(s) withdrawal plans to March 31, and starting on April 1, tuition for the next school year is contractually due to CHS for the students, who are considered as enrolled for the next school year at that date.

b. **Exception for termination of contract by CHS** - Should CHS terminate this agreement on or after March 1 and before the start of the next academic school year, no tuition for the next academic year will be due, and any amounts paid by parent/guardian to CHS for tuition will be refunded.

c. **Tuition due in full for students enrolled as of March 1.**

d. **Requests for tuition reduction upon withdrawal on/after March 1 and prior to the start of school** are subject to the discretion of the CHS administration. No requests will be considered without written notification to the Finance Office.

The maximum tuition reduction under any circumstance would be 70%, meaning parent/guardian will be responsible for at least 30% of the year's tuition net of any awarded discounts.

Once school begins, there is no tuition reduction upon withdrawal.

___ 5. **Eligibility:** Parent/Guardian understands that student(s) may not attend classes and/or participate in any school-sponsored activities considered part of the CHS education program until all deposits are paid and a signed Enrollment Agreement is received.

___ 6. **New Enrollments:** Parent/Guardian understands that once the Enrollment Agreement is signed and executed, parent/guardian is responsible for tuition and that student is considered enrolled. Any withdrawal after a new Enrollment Agreement is executed is subject to the same financial obligations as all enrolled students for the current school year. If the agreement is signed prior to receiving a tuition assistance award, if any, the parent will be obligated for the full tuition price.

___ 7. **Tuition Assistance:** Parent/Guardian understands that if student(s) qualifies and is awarded any form of tuition assistance, there may be additional requirements that must be accepted and fulfilled before the award will be applied to the student's tuition account. For example, the award may be held until tax return or other requested documentation is verified, or until past due amounts are paid in full.



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___ 8. **Delinquent Accounts:** Parent/Guardian understands and agrees that students may not start school for any semester where their payment account is in delinquency status, and that access to report cards, transcripts or other such student records will be withheld should their account become delinquent. Should their tuition account become 60 days past due, parent/guardian understands that students are subject to temporary suspension from school and all school-sponsored activities until account is made current. Furthermore, the parent/guardian understands that a student's continued enrollment may be suspended if their account is in arrears. Also, CHS reserves the right to require payment in cash, cashier's check, or money order in the case of delinquency. Finally, the parent/guardian understands that a late fee will be assessed should a payment be 5 days past due.

___ 9. **Returned checks or failed payments:** Parent/Guardian understands that a service charge will be assessed for a failed payment. Parent/Guardian also understands that after two such failures, CHS reserves the right to require payment in cash, cashier's check, or money order.

I understand the Enrollment Agreement and agree to the terms as outlined above for the following:

Student Name: _____ Student Name: _____

Student Name: _____ Student Name: _____

Parent/Guardian signatures (if married, both signatures are required):

Mother: _____ Date: _____

Father: _____ Date: _____