

# Heart Christian Preparatory Academy Parent Contract

## *Enrollment and Financial:*

We understand Heart Christian Preparatory (hereinafter referred to as HCPA) must make numerous financial and other commitments based on enrollment levels. To ensure HCPA is able to balance enrollment, faculty, facilities and finances, we agree to the following policies regarding applications, enrolling and withdrawing students:

1. **Application Deadline:** We understand families with students returning from the prior school year are eligible for early applications that are due by February 28 of the prior school year and applications from new families are due by June 1 of the prior school year. All applications received after June 1 are late applications, including applications made after the beginning of the school year.
2. **Application Fee:** We agree to pay a \$125 application fee for each student for applications submitted before June 1 and a \$150 per student application fee for applications received after June 1. We understand that all application fees for new families are non-refundable after there has been a mutual acceptance by the family and HEART (after signed acceptance letter is received). We also understand that all application fees for existing HEART families are nonrefundable and are due at the time of pre registration. There will be no pro-ration of the application fee even though a family enrolls after the start of the school year.
3. **Materials Fee:** We agree to pay a non-refundable materials fee per student with the first month's tuition. Preschool-1st grades the fee is \$35. 2<sup>nd</sup> grade-8<sup>th</sup> grade the fee is \$25.
4. **Tuition Term:** We understand this is a 10 month tuition commitment beginning with an August 1 tuition payment and ending with a May 1 tuition payment.
5. **First Month's Tuition:** We agree to pay the first month's tuition on or before August 1 of each year prior to the September start date. Students will not be allowed to attend class without prepayment of August and September tuition.
6. **Last Month's Tuition:** We agree to pay the last month's tuition on or before May 1 of each year prior to the June finish date.
7. **Tuition Payment and Late Fees:** We agree to pay our full tuition each month on the 1<sup>st</sup> day of each month. We further agree that any payment received after the 10<sup>th</sup> of the month will incur a 10% late fee. If our account goes over 60 days, our student will not be able to attend class until this account is brought current unless previous arrangements have been made to bring the account current.
8. **Partial Month's Tuition:** We understand a full month's tuition is required for any month in which a student is enrolled for one or more class days, regardless of whether the student attends, enrolls after the beginning of the month or withdraws before the end of the month.
9. **Withdrawal:** We agree to give written notice to the school a minimum of 30 days prior to withdrawing our student. We understand that we must pay an additional month's tuition if we fail to give such notice.
10. **Returned Checks:** We agree to pay \$15 for each check returned unpaid by the bank for any reason.

## *Student(s) and Parent/Teacher Expectations:*

Because we wish to work with HCPA in the training of our children, we agree that:

11. **Schoolwork:** We agree to uphold and support the high academic standards of the school by requiring our child to complete assignments and by providing a place at home for our child to study. We, the parent teacher, will correct the schoolwork that is done on home days and work together with the classroom teacher.
12. **Behavior:** We will continue as parents to actively implement Biblical principles in our home. Each student will be required to sign a Student Code of Conduct prior to the start of school. If our child is unable to meet the behavior, dress code, and/or other standards of the school, we will be notified and required to bring our child's behavior to the standard.
13. **Expulsion:** We understand that the school reserves the right to expel any child who fails to comply with the behavior, dress code, and/or other standards of the school, including excessive absences or tardiness, or whose financial obligation becomes more than 60 days past due.
14. **Special Needs:** If our child is observed as needing specialized attention for areas such as: speech therapy, developmental delays, or other "special education" areas, we will seek professional assessment. We

understand it is our responsibility as parents to pursue outside assistance in regards to our child not the responsibility of HCPA.

15. **Mandatory Meetings:** Parent or Parents are expected to attend the Mandatory meetings (ie. Inservice in August and New Family Inservice in October. These meetings are the foundation for training the parents and forging the bond where we work together as a team. Your student will not be able to start school until all necessary paperwork is turned in.
16. **Tardiness:** Parents are expected to get their students to school on time. It is disruptive to the class if they are late. If there are excessive tardies, the parents will be notified and the appropriate actions will be taken

I have read, understand, and accept the above admissions policies.

Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child(ren)'s Name(s) \_\_\_\_\_  
 \_\_\_\_\_

**Summary of Fees and Tuition**

	<b>Normal Advance Enrollment</b>	<b>Enrollment After Beginning of School</b>
<b>Application Deadline</b>	June 1 (February 28 for returning families to receive priority registration)	Prior to enrollment
<b>Application Fee (non-refundable)</b>	Preschool & Kindergarten: \$100 per student before June 1 Preschool & Kindergarten: \$125 per student after June 1 1 <sup>st</sup> grade through 8 <sup>th</sup> grade: \$125 per student before June 1 1 <sup>st</sup> grade through 8 <sup>th</sup> grade: \$150 per student after June 1	
<b>First Month's Tuition</b>	Due August 1	Due with application
<b>Tuition for 2008-2009</b>	Preschool - \$125/per month K-6 <sup>th</sup> grade - \$205/per month 7 <sup>th</sup> -8 <sup>th</sup> grade - \$225/per month	
<b>Materials Fee</b>	Preschool-1 <sup>st</sup> grade is \$35 per student 2 <sup>nd</sup> -8 <sup>th</sup> grade is \$25 per student	due with first month's tuition