

## Valley Christian School Continuous Enrollment Agreement

If accepted, I agree to the terms set forth in the Continuous Enrollment Agreement as outlined below. From the time of admission, I understand that my child is considered enrolled at Valley Christian School (VCS) through their 8<sup>th</sup> grade graduation unless a parent withdraws their child from VCS, or unless VCS terminates it at any time.

**CONTINUOUS ENROLLMENT** - Please review this Continuous Enrollment Agreement (CEA), as your electronic signature will confirm your understanding. This contract applies to the first academic year and will automatically renew for each successive academic year until your student has graduated from VCS.

Parents must immediately notify the school office of any changes or updates to each student's information (address, phone, email, emergency contacts, medical information, etc.) reflected in FACTS Family Portal.

### CONTINUOUS ENROLLMENT AGREEMENT TERMS -

- We understand that VCS reserves the right to discuss my child's enrollment if any questions or concerns arise.
- We understand that an Annual Commitment fee will be charged in subsequent years each February to hold my child's place in class for the next school year.
- We agree to maintain a current FACTS Tuition Management agreement with terms as specified above. We agree to submit a change request to those terms in writing 30 days prior to the due date of the tuition payment to the VCS bookkeeper.
- We agree to the financial policies set forth in this agreement and acknowledge that we will review the VCS Family Handbook each year for any changes to those policies. (Note: The handbook is posted annually as a FACTS Family Portal resource document.)
- We agree to fulfill all financial obligations on the due date.

My electronic signature at the end of this document signifies my understanding of and agreement to the terms of the Continuous Enrollment Agreement with Valley Christian School.

### Reminders and additional information:

**PROGRAM FEE** - The non-refundable *program fee*, covering the cost of special programs, events, technology and instructional materials, is charged during the new student enrollment process, and each June in subsequent years.

Further details about fees for each academic year are located on the specific Tuition and Fee schedule for each academic year.

**TUITION PAYMENT SCHEDULE** - You must select a tuition payment plan through FACTS Tuition Management. Once your online FACTS tuition agreement is set up, the agreement will be the same each year. Tuition is an annual cost and paid in full as one payment or in monthly payments between July – April. Tuition will be prorated for students not attending a full year.

**DELINQUENT ACCOUNTS** – At the start of the academic year, students cannot attend class unless the account is current. Your tuition is due regardless of attendance. Your child cannot attend school should you fail to pay as planned.

**WITHDRAWAL POLICIES** – To withdraw your child for the following school year, you must complete the VCS withdrawal form available from the school office. A withdrawal form must be in the possession of the school office by 3 p.m. on the withdrawal date to avoid payment of the annual commitment fee.

Please refer to the VCS Family Handbook each year for updates to these and other financial policies. In the event of withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.