



KEYSTONE PREP HIGH SCHOOL

ENROLLMENT CONTRACT

Student's Name: _____ Entering Grade: _____

Date of Birth: _____ Gender: _____ Student Cell Phone: _____

Parents/s Phones: _____

Parent/s Emails: _____

ENROLLMENT

Enrollment for the 2017-2018 academic year is contingent upon the following:

1. **Complete and return this contract by June 1, 2017 or your child's position may not be guaranteed**
2. The student's completion of the current grade they are in must have been met (initial) _____
3. All financial obligations of the current year must have previously been met in full (initial) _____

To reserve a place for your child in the 2017 - 2018 academic year, the financially responsible parent(s) or legal guardian must sign the Enrollment Contract for each child and submit it to KPHS, prior to admission.

If your Enrollment Contract is not received by June 1, 2017 the student will be placed in a waiting pool.

Students in the waiting pool will be enrolled subject to availability, at the discretion of the Admissions Committee.

TUITION, FEES, AND OTHER COSTS

Tuition payments do **NOT** include the cost of admission fees, athletic program fees, counseling fees, 8th hour classes, event admissions, field trips, lunches, supplies, testing, transportation, uniforms, or other expenses incurred in the ordinary course of the student's activities at KPHS, henceforth referred to as - Miscellaneous Costs.

The Student Services Fee covers technology and technology related costs. **The undersigned agrees to pay all Miscellaneous Fees and Student Services Fees, upon receipt of invoice.** Therefore, any payment of tuition or of fee not made within thirty (30) days from the due date, shall be considered delinquent. KPHS will apply a late payment penalty charge to all delinquent bills, at a rate of 1.5% per month or the maximum rate allowed by law.

While a delinquent bill is unsatisfied, the student may be prohibited from participating in school activities, final academic term examinations, receiving grades, and could be dismissed from school until bills are paid. KPHS shall have the right to refrain from any or all of the following without bills being paid: issuing final academic grades or diploma, releasing the student's academic transcripts, and aiding the student in any efforts to affect their admission to another educational institution. **A student's balance must be paid current before a new contract will be issued for the coming school year.** This is a standard educational practice at private schools and should not be argued..

Initial _____

The undersigned agrees to pay the total tuition for the 2017-2018 academic school year according to the terms and conditions of the tuition schedule set forth in this Contract as follows:

TUITION SCHEDULE

KPHS Yearly Tuition: _____
McKay Scholarship _____
Gardiner Scholarship _____
KPHS Scholarship _____
Early Enrollment Discount _____
Sibling Discount (10%) _____
Other: Lump Sum Disc. 3% _____

Tuition Due for 2017 - 2018: _____

Parents/Guardians are financially responsible for the ENTIRE BALANCE of the tuition bill, including the FACTS fees, Miscellaneous Fees, and Student Services Fees, as well as any other school related fees, based on your student's selection of additional opportunities, and/or other fees needed for items such as Graduation, Senior Trips, etc. This also applies, if your student withdraws during the school year. A full semester will be charged along with all fees when withdrawing early, without tuition insurance being paid to the school. A spot was held for your child. Teachers were hired based on the number of enrollees. Just because a withdrawal occurs, the teacher still has to be paid. A vacancy after the school year starts cannot be filled from our student Waiting List because the other student denied admission for your child to have their spot went to another school and will now not likely re-enroll. If re-enrollment occurs for the denied student you will receive a refund prorated after the semester. **THE SEMESTER MUST BE PAID IN FULL EVEN WHEN WITHDRAWING.** Teachers are hired based on the number of students enrolled. The teachers have to be paid by their contracts even if students leave, so the number of teachers hired was based on the number of students' enrolled which included your son or daughter. The teacher cannot be dismissed because your child/student decides to withdraw early from Keystone Prep High School.

Initial _____

Tuition Payment Options:

Please choose your tuition payment option below (there will be a FACTS administrative fee)

- Single payment – due on or before June 1, 2017.**
- Semi-Annual Payment Plan – two equal installments through FACTS.**

Parents can elect to pay tuition on either the 5th or 20th of the month during the months of June 2017 and December 2017. These payments will be made by automatic bank drafts administered by FACTS Management Company.

○ **Monthly Payment Plan – ten equal installments through FACTS.**

Parents can elect to pay tuition on either the 5th or 20th of each month commencing June 2017 through March 2018. These payments will be made by automatic bank drafts administered by FACTS Management Company.

CONTRACT POLICIES

Keystone Prep supports the rules of the Bay Area Association of Independent Schools. We do not accept students who are still under contract at another private school, unless all debts of the student's prior contract are paid in full to that school. **If a family fails to cancel this Contract prior to June 1, 2017, as required,** in the Contract Enrollment Guidelines below, the family will be responsible for the full tuition payments due and must pay the KPHS bill in full.

Initial _____

CONTRACT ENROLLMENT TERMS

You must initial each section below stating that you agree to abide by this contract or the child will not be accepted.

1. KPHS has a waiting list in some grades now. To protect KPHS from the loss of income resulting from the late withdrawal of students and due to teachers being hired or not, based on your notifications, and due to a place being reserved for your student without the notification you were leaving by the deadline, the undersigned will be **required to pay the full tuition for the entire year unless written notice of the student's withdrawal is received by the school on or before June 1, 2017**, the notification date and enrollment deadline. I understand that the obligation to pay the tuition for the full academic year is unconditional, that the school when reserving a place for my student, a nd hires its teachers based on that promised enrollment in number in contracts and is relying on my promise to pay tuition; and that no portion of that tuition bill that was paid or due will be refunded or canceled notwithstanding the proper and subsequent absence, withdrawal or dismissal of the student from the school except as provided above.

Initial _____

2. I further understand and agree to the class assignments, curriculum requirements, rules, and regulations, contained in the KPHS Handbooks in general, for parents and for students, which I have reviewed on the website and signed agreements that I have seen, and remain applicable for the 2017-18 academic year, subject to such changes as the school may deem appropriate, which fully apply at all times. I agree that any disregard or violation of the Civility Policy, or the school rules for parents and/or students is sufficient cause for KPHS to dismiss the student, which may result in the loss of some or all of the Miscellaneous Fees, Student Services Fees, and Tuition, which are costs that I have paid or that I am obligated to pay for my child/student regardless.

Initial _____

3. I authorize my child to participate in all school activities, including athletics and other school sponsored trips away from campus, unless I provide the faculty supervisor of the activity, sport, or trip with written notice to the contrary based on a medical reason with support documentation from a doctor. I understand my student will be

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photographed or may be photographed in group shots for school publications and/or the yearbook and it is impossible to pull one student photo out without disrupting the entire natural shot and I am excited they will be included, making memories of their high school experiences. I also understand that any property or personal effects of my child's taken to such events, or taken on school sponsored trips shall be the sole responsibility of the student and that KPHS shall not be held responsible for any misplaced, damaged or lost property belonging to the student.

Initial _____

4. I fully support the importance of participation in the School's Annual Giving and Fundraising Programs, which is the very livelihood of the school. **I know my tuition covers only a partial amount of the cost to educate my child at KPHS, a special school with additional programs and supports provided for my type of student learner.** I also understand by holding class sizes to twelve or less students, this school is very different than other traditional schools. I understand that to hire the best teachers for our particular learners is costly, due to the additional demands it puts on those teachers which they do not experience at other schools such as being required to provide individual accommodations and supports. KPHS signs contracts with those teachers in the spring to get the best ones, chosen to match the mission and philosophy for the needs of our specific learners, so the financial gap between tuition I pay and the full cost of education/operation for my student, must be made up with my help, so I acknowledge the importance of the fundraising events and will attend and support them. I also agree to only speak positively about these events designed to provide money for my student, and I will help at the events whenever asked, being willing to participate or contribute to the school's fundraising effort. **The School is raising that money on behalf of my student and to benefit my student.** I fully agree, support, and understand the importance of participation in the future fundraising efforts on behalf of my child to be able to attend KPHS and pay for his/her education at KPHS, and agree volunteer Hours (parent requirement) will be assessed/billed (if outstanding) quarterly.

Initial _____

5. If my son/daughter is enrolled in the work study program at an hourly rate, the hourly requirement (TBD) will be assessed quarterly and the hours not completed will be billed to me. This benefit was offered to me to help me.

Initial _____

6. This Contract contains the entire agreement among the parties hereto mentioned and shall not be amended or modified except by an instrument in writing agreed to and signed by the Head of School and the parents/guardians. Any modification or waiver of any type from the provision of this Agreement, which is very unlikely, or consent to any departure therefrom, shall be effective only if in writing and signed by both the parties previously mentioned. No other staff member or individual can make promises to the contrary for any reason, for the purpose of this contract. Neither shall any failure, or delay in exercising any right, power or privilege, hereunder, be used to operate as a waiver, nor shall any single or partial exercise thereof preclude any other or future exercise, or can the exercise of any other power or privilege alter this contract. The foregoing is agreed to by the undersigned who is identified as the responsible party/guardian for the child and the one held accountable as financially responsible for child.

Initial _____

7. I agree that any and all costs incurred by the school to enforce this Contract and/or the collecting of Delinquent bills, Collections Fees, or Attorney's Fees, to complete my tuition and subsequent expenditures will be paid by me. **I also understand and agree permanent records and transcripts will not be released until said costs are paid.**

Initial _____

ACCEPTANCE OF CONTRACT ENROLLMENT TERMS/AGREEMENT TO CONTRACT

We/I have read and understand the terms of this Enrollment Contract and Contract Agreement and the deposit requirements and WE/I agree to fully participate and to pay in full all fees, lunch balances, miscellaneous costs, outstanding charges, transportation costs, and tuition whether attending in full or withdrawing early. I verify that all of the information provided on this Enrollment Contract and Contract Agreement is correct, complete and has been honestly presented in advance of my child/student attending Keystone Prep High School.

Please print your full name in the space provided to endorse and accept the Enrollment Contract and the Contract Agreement.

Name 1:

Signature 1:

Name 2:

Signature 2:

Once submitted any additional FINANCIAL PAYMENT alterations must be made directly to the Business Manager and must also be approved in advance by the Head of School. This will not include reduction of payments, only changes in the method of the pre-requested payment plan. Upon exiting the school I agree to fill out attend and fill out an exit interview report with the Exit Team at KPHS.