



Admission Requirements

The following requirements must be completed prior to your child attending the 2017-2018 school year at St. Johns Grammar School.

- Tuition and Enrollment Contract: *Signed*
- Student Information Forms
- Registration Fee (\$ 150.00 non-refundable)
- Book fee paid
- Enrichment fee paid
- New Student Requirements:
 - Immunization record, completed and signed by physician
 - HRS Health Form, completed and signed by physician
 - Birth Certificate - State law requires that we see the original. We will make a copy of the certificate and return the original back to you.
- Tuition payment for the 2016-2017 school year must be up to date and no outstanding balance by May 31, 2017.
- Request for records of new students will be made by our administration office to former school.



Grade: _____

Tuition and Enrollment Contract (p.1/2)

This contract is between St. Johns Grammar School and (Student's Parents)

_____ and _____.

The Parents shall enroll their child _____ in the school for the 2017-2018 school year. The Parents agree to pay the School a non-refundable \$150 Registration Fee with the presentation of the application.

Parents also agree to pay the School the tuition in the amount of \$ _____

Payable as follows:

1. Select payment plan desired:

A. The full tuition amount due on or before _____ July 1, 2017 _____

B. The tuition amount in 10 monthly payments of \$ _____ with the first payment due by _____ July 1, 2017 _____

2. Enrichment and Book Fees are \$ _____

Pay in full

Roll into tuition

4. Additional tuition incentives are as follows:

A. a 5% discount will be applied to contracts which are made in one payment at the beginning of the payment cycle.

B. a \$250 referral bonus will be applied for each family that you introduce to the school and successfully enroll as a student. The discount is applied each tuition month of your payment cycle.

C. a 10% discount for each sibling will be applied: first child is full tuition; second, third, etc. are discounted 10%.

All payments for tuition are made monthly shall become due on the 1st of each month. A 10% late fee will be assessed on balance due to date received after the 10th day of the month. A \$15.00 charge will be assessed on all checks returned to the school.

All tuition will be paid from: _____ through _____ 20 _____



Tuition and Enrollment Contract (p.2/2)

To ensure placement, tuition must be kept current. Delinquent accounts can result in the loss of placement.

Parents acknowledge that the school makes certain financial commitments based upon estimated enrollment, and therefore the full amount of the tuition is payable whether or not the child attends the School for the entire school year for whatever reason except as provided below. Any cost for litigation to collect the aforementioned funds will be the sole responsibility of the Parents involved.

All tuition and fees paid under this contract are non-refundable. In the event a family is transferred by job or military reasons, a Contract cancellation Fee, equivalent to three months tuition, will be required to dissolve your contracted fulfillment obligation. If your tuition is paid in full for the entire tuition year, you will be refunded the remaining tuition balance less the Contract Cancellation Fee equivalent to three months of tuition.

All refunds will be given when proper notification of new address and school have been established. Please allow 2-3 weeks for processing once we have received notification of new address and new school contact information.

The Parents acknowledge agreement with school policy and curriculum. The Parents and the child shall abide by all the policies of the School. In the event the child or Parents fail to abide by those policies or is otherwise unsuitable for attendance at the School, the School shall have the right to withdraw the child without waiving its right to all sums due under this contract. Any cost for litigation will be the responsibility of the Parents involved.

All tuition, fees, and other outstanding balances must be paid in full before issuance of report cards and /or records requests are processed.

The term "Parents" shall include the legal guardian of any child if that person signs this contract.

Dated this _____ day of _____, 20_____.

By: _____	_____
Head of School	Parent
_____	_____
SJGS Office	Parent