

2019-2020 Enrollment Agreement



St. Philip's Episcopal School (hereinafter referred to as "School") is pleased to offer an Enrollment Agreement to:
Student:

Grade for 2019-2020: 3K PK K 1 2 3 4

In consideration of the acceptance of this offer, the undersigned Parent(s) or guardian(s) (hereinafter referred to as "Parent") agrees to pay the contract amount as specified below:

- **A non-refundable registration fee of \$275 (\$225 before March 1, 2019)**
- **Annual tuition of \$5445**

Payment Plan Selection

Please select a payment option:

☐ **Annual Payment Option**

Non-refundable Registration fee of **\$275. (\$225 before March 1, 2019)**

Tuition of **\$5173 (\$5445 less discount of \$272)** if paid in cash or by check **by August 30, 2019.**

Tuition of **\$5282 (\$5445 less discount of \$163)** if paid by debit or credit card **by August 30, 2019.**

☐ **12 Month Automatic Payment Option (Complete auto payment option below)**

Non-refundable Registration fee of **\$275. (\$225 before March 1, 2019)**

Twelve (12) monthly payments of **\$453.75 paid on the 1st of each month** beginning June 2019 and continuing through May 2020.

☐ **10 Month Automatic Payment Option (Complete auto payment option below)**

Non-refundable Registration fee of **\$275. (\$225 before March 1, 2019)**

Ten (10) monthly payments of **\$544.50 paid on the 1st of each month** beginning August 2019 and continuing through May 2020.

☐ **Before School Care**

7:00 a.m. - 7:30 a.m. \$50 per month

☐ **After School Care 1**

3:30 - 4:30 p.m. \$100 per month

☐ **After School Care 2**

3:30 - 5:30 p.m. \$200 per month

DEBIT/CREDIT CARD (VISA/Mastercard/Discover)

Card Number: _____

Circle one: Debit Credit

Expiration Date: _____

Security Code: _____

Name on Card: _____

ACH from Checking/Savings Account

Name on Account: _____

Circle one: Checking Savings

Account Number: _____ Bank Routing Number: _____

If none of the above options are indicated, Parent will be responsible for submitting ten (10) monthly tuition payments in the amount of \$544.50 beginning in August 2019 and continuing through May 2020.

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In order to reserve a place for the student, the school must receive the following items :

1. **One signed copy of this Enrollment Agreement.**
2. **Payment in the amount of \$275 (\$225 before March 1, 2019) for the non-refundable registration fee.**

Non-refundable Registration fee

Parent understands that the registration fee is non-refundable.

Cancellation and Reinstatement

Parent may withdraw the student and cancel this Enrollment Agreement by providing written notification of withdrawal to the Head of School.

- a. Tuition payments made during the months of June and July are 50% refundable if the withdrawal is processed prior to August 10th.
- b. No refunds will be made for the months of June, July and August if the withdrawal is processed after August 10th.
- c. In the event a student is withdrawn after commencement of classes, the undersigned is liable for all tuition due through the month of withdrawal.

Timely Payments

Parent understands that making timely payments is a requirement of this agreement. As such, the Parent understands that the school will assess a \$30 Late Fee for all tuition and related payments received after the fifth (5th) of the month. This includes the June, July and August payments. Parent also agrees to pay a Returned Payment Fee in the amount of the \$30 for any check or direct payment returned to the School by the Parent's financial institution. Furthermore, Parent agrees that if the account under this contract or any other contractual obligation the Parent has entered into with the School is not current, the School will not release grades and transcripts, and the School will not issue an Enrollment Agreement for the following year. Parent further agrees that the student may be excluded from attendance in accordance with the terms of the St. Philip's Past Due Tuition Policy. In the event that the School initiates legal action to collect amounts due on this contract, Parent agrees to pay the school's costs of collection, interest, and reasonable legal fees including court costs and attorneys' fees.

St. Philip's Episcopal School Past Due Tuition Policy

- A. All tuition accounts are due on the first day of each month. A \$30.00 late fee will be assessed on all payments received after the 5th of the month.
- B. A past due notice will be mailed to you if your account is 30 days past due.
- C. If the account is not paid upon receipt of the 30 day past due notice, a second past due notification will be sent, certified mail, at the end of the 60 day period following the date tuition was first due. At that time, you will be advised of the tuition balance, plus any late fees, as well as notification that your child/ren may be withdrawn from school (pursuant to paragraph D, below) if the account is not paid immediately.
- D. If the account remains delinquent for 90 days from the date tuition was first due, your child/ren may be withdrawn from the school.
- E. At any time after a second written notification of delinquency has to be sent (as outlined in "C" above) the following procedure may apply to the account and the procedures outlined in B & C above will no longer be applicable.

Upon payment of all tuition and fees, your child/ren may be readmitted to St. Philip's on a month-to-month basis only so long as the account remains current. If it again becomes delinquent, you will receive notification that your child is withdrawn from the school. No other past due notices will be sent.

The above procedure does not prohibit or preclude St. Philip's from pursuing any legal remedies it may have for the collection of its tuition and fees.

Insufficient Checks (NSF): After receipt of two (2) insufficient fund checks, any further payments must be made with 1) cash 2) money order or 3) cashier's check.

NON-PAYMENT OF CHARGES HEREIN PROVIDED FOR SHALL BE GROUNDS FOR WITHDRAWAL.

The terms and conditions of this Enrollment Agreement constitute the full and complete agreement between the parties. No other verbal or written agreement shall in any way vary or alter any provisions of this contract unless both parties consent to vary or alter any provision of this contract in writing. Only the Head of School may execute such changes on behalf of the School. This contract is intended to be an integrated writing and any prior oral or written agreements between the parties are merged into this contract and extinguished. No custom or course of dealing between the parties will in any way vary or alter the terms and conditions of this contract. If any clause in this contract is determined to be void or otherwise unenforceable, the remaining provisions shall survive.

Governing Law and Venue

The parties agree that any legal proceeding relating to this Enrollment Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas. Venue for any proceeding shall lie in Uvalde County, Texas.

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I have read all of the above and thoroughly understand all items.

Signature

Printed Name

Telephone Number

Relation to Student

Date

revised January 2019