

# THE PILGRIM ACADEMY ENROLLMENT CONTRACT – K-4 PRESCHOOL STUDENTS 2009-2010

**Explanation**

In order to ensure a stable, well-managed school for your child, The Pilgrim Academy has adopted this enrollment contract. When parents decide to send their child to The Pilgrim Academy Preschool, it is assumed to be for one school year, and the family is thus theoretically responsible for a full year of tuition, regardless of the student’s withdrawal, non-attendance, or expulsion. Case law supports this position, as the courts have acknowledged that schools are entitled to ensure that neither their programs nor the pool of potential applicants is subject to the whims of last minute withdrawals. Legal experts say private schools merit this protection because they must make commitments to employ teachers and purchase equipment on an annual basis, contingent on commitments made by those who have contracted for the services. Moreover, private schools have limited spaces available, and reserving space for one student may prevent another’s acceptance. By the time the vacancy occurs, the second candidate may have already committed to a school with a more stringent contract.

**Instructions**

Both parents, guardians, or other persons responsible for payment should read all the provisions of this Contract, complete the required information, sign and return the Contract to the office. A student cannot be accepted for admission until the Contract has been delivered to the school, countersigned, and dated. A copy of the accepted Contract will be returned. No amendment to this Contract and no alteration to the printed terms hereof will be effective without the express written approval of the school’s Board of Trustees.

**Terms of Contract**

In consideration of the acceptance of this Contract by the school, the undersigned agrees to pay the required total tuition for the full academic year and any additional fees incurred and agrees to be bound by the provisions of this Contract. Please check one of the following methods of payment:

- \_\_\_\_\_ **Preferred Plan:** I expect to pay cash for the total expenses at the time of registration in August.
- \_\_\_\_\_ I expect to pay cash for the total expenses in two equal payments with the first to be paid at the time of registration in August and the second to be paid on or before January 4. I understand that a late charge of \$20 will be assessed if payment is not made by January 11.
- \_\_\_\_\_ I expect to pay the year’s expenses in TEN (10) payments—the first to be paid at the time of registration in August, and for each month thereafter through and including May 2010. I understand that this plan includes an additional \$50 plan fee and that a late charge of \$20 will be assessed if payment is not made by the tenth of each month.

	<b>FULL DAY 5 Day</b>	<b>FULL DAY 3 Days</b>	<b>FULL DAY 2 Days</b>	<b>½ DAY 5 Days</b>	<b>½ DAY 3 Days</b>	<b>½ Day 2 Days</b>
<b>TUITION PER YEAR</b>	<b>\$4,688.00</b>	<b>\$2,813.00</b>	<b>\$1,875.00</b>	<b>\$2,813.00</b>	<b>\$1,688.00</b>	<b>\$1,125.00</b>
<b>TUITION – 2 PAYMENTS</b>	<b>\$2,344.00</b>	<b>\$1,406.50</b>	<b>\$937.50</b>	<b>\$1,406.50</b>	<b>\$844.00</b>	<b>\$562.50</b>
<b>TUITION – 10 PAYMENTS*</b>	<b>\$473.80</b>	<b>\$286.30</b>	<b>\$192.50</b>	<b>\$286.30</b>	<b>\$173.80</b>	<b>\$117.50</b>

*\*The 10 month payment plan has a \$50 plan fee included in the monthly payment amount.*

*Application Fee For All New Students: \$100 (non-refundable)*

*Materials Fee: \$100 (due at registration to cover books & supplies)*

*Tuition in one payment: Due at registration in August*

*Tuition in two payments: 1<sup>st</sup> payment at registration in August, 2<sup>nd</sup> payment due January 4*

*Tuition – 10 month plan: August-May*

1. The application fee of \$100 for each new student is non-refundable.
2. Tuition for students who transfer to Pilgrim will be pro-rated, starting on the day the child begins school and ending on the last day of school.
3. No refund or cancellation of tuition or fees will be made by the Academy for absence, withdrawal, or expulsion/dismissal (except as outlined under point 6), and I agree to assume full responsibility for tuition and all related fees.
4. The student and the student's family agree to comply with and be subject to the Academy's rules and policies as set forth in the handbook, as amended from time-to-time.
5. Transcripts will be held for students until all unpaid tuition and fees are received.
6. **If the child is withdrawn from the school at any time between August 1 and September 30, I am responsible for 20% of the total tuition for the year. After September 30, tuition will be pro-rated on a full-month basis. If tuition is paid in full at registration, the school will refund 80% of the tuition only (not fees) through September 30. After September 30, tuition refunds will be pro-rated on a full-month basis. (If a parent wants to withdraw a child, he should hand deliver or send by certified mail the notice of withdrawal so there can be no question as to when the cancellation was received.)**
7. If I am on a payment plan, I understand that a late charge of \$20 will be assessed if payment is not made by the tenth of each month. If the tenth falls on a holiday or weekend, it will be due the next business day.
8. Any balance not paid during a month in which a grade report is issued, will result in the grade report being held. Final grade reports will not be issued until all tuition and miscellaneous charges are paid in full.
9. **When a bill is delinquent more than thirty days, the child must stay home until the bill is made current.**
10. The school reserves the right to use a collection agency to collect unpaid tuition and fees.
11. This Contract is construed under the laws of the State of New Jersey. This Contract is the full document and constitutes the only agreement between the family and the school, superceding any prior agreement, written or oral.

I have reviewed all pages, both front and back, of this contract, and agree to abide by the provisions of the Contract and all materials incorporated into it. **(Both parents should sign, even if divorced or separated.)**

Accepted:

\_\_\_\_\_  
*Father/Legal Guardian or Person Responsible for Payment      Signature      Date*

Address: \_\_\_\_\_

\_\_\_\_\_  
*Mother/Legal Guardian or Person Responsible for Payment      Signature      Date*

Address: \_\_\_\_\_

\_\_\_\_\_  
*Guardian/Grandparent or Person Responsible for Payment      Signature      Date*

Address: \_\_\_\_\_

**Name of Student:** \_\_\_\_\_ **Tuition Rate** \_\_\_\_\_

**Address of above student:** \_\_\_\_\_

\_\_\_\_\_  
**School Signature      Date**

The Pilgrim Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.