



## THE STEWARD SCHOOL

### ENROLLMENT CONTRACT FOR ACADEMIC YEAR 2019-2020

Grade Level:

Name of Student:

1. The undersigned parent(s) and/or legal guardian(s) (the "Parents"), agree to the terms of this Enrollment Contract and hereby enroll the Student as a student at The Steward School (the "School") for the 2019-2020 school year. This Enrollment Contract will be effective and binding upon the School when it has been signed by the Parents and by an authorized representative of the School. **This contract and deposit is due by February 8, 2019.**

2. The Parents agree to pay the tuition and fees for the Student for the academic year as set forth in this Enrollment Contract and published Schedule of Fees. The Parents acknowledge that, in order to meet operating expenses and maintain plant facilities, the School must be assured, in advance, of its required annual income from tuition, and that the School's overhead expenses and other financial obligations are not reduced if some students leave during the academic year. Therefore, the Parents promise to pay the tuition for the full academic year.

3. The Parents agree to pay tuition under the plan checked below.

Plan A 100% of tuition due July 31, 2019

Plan B 65% of tuition due July 31, 2019  
35% of tuition due January 31, 2020  
(Payment Plan Fee Applies – See Schedule of Fees)

Plan C Ten equal monthly payments, payable on or before the last day of each month,  
beginning April 30, 2019 and ending January 31, 2020  
(Payment Plan Fee Applies – See Schedule of Fees)

4. Tuition refund insurance helps to insure the payment of tuition to the School in the event that the Student leaves or is dismissed from the School during the school year. Tuition refund insurance is described in the literature published by the School and is available for all students. The cost of tuition refund insurance is shown on the published Schedule of Fees and is payable with the July tuition payment. The Parents authorize the School to collect payment of any claim to which the Parents are entitled under the tuition refund insurance, crediting it to the Student's account and paying any excess to the Parents. The Parents agree to pay the School any balance remaining unpaid in the Student's account after the tuition refund insurance is credited to the Student's account. Tuition refund election and payment must be completed by August 1, 2019. Please check one of the options below:

We wish to purchase tuition refund insurance.

We decline tuition refund insurance. We understand that if the Student leaves or is dismissed from the School during the school year that we are responsible for the full annual tuition.

5. The Parents agree that (a) the Student is enrolled for the entire academic year unless the School receives written notice of the cancellation of enrollment on or before **May 1, 2019**; (b) if enrollment is cancelled on or before May 1, 2019, your full \$1,000 deposit is forfeited; (c) the Parents' obligation to pay tuition for the entire academic year is unconditional, even if the Student is absent, withdraws or is dismissed at any time during the academic year.

6. The Parents hereby deliver the \$1,000 deposit which will be applied to the Student's tuition in July 2019 as checked below with this Enrollment Contract.

Deposit will be made by credit card when this form is submitted (\$30 handling fee will be included).

Deposit will be made by check which will be provided to the Business Office by February 8, 2019.



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7. The Parents acknowledge and agree that (a) a late charge of 1.5% per month (18% per annum) will be applied to amounts which are overdue; (b) if any amount owing for the Student is more than 30 days overdue, the Student may not be allowed to attend classes or participate in extra-curricular activities unless suitable arrangements are made with the School, at the School's discretion, and if such arrangements are not made, the Student's enrollment may be terminated and the School may take legal action to enforce collection; if the Student's account is placed with an attorney for collection, the Parents will pay all costs of collection including attorney's fees, court costs and a fee of 25% of the balance due; (c) the Student may not take final exams, and the School will not issue grades, release transcripts or reenrollment contract until tuition, fees and other charges have been paid in full; and (d) a \$35 charge will be assessed on all returned checks.

8. The Parents and the Student agree to adhere to all policies, rules and regulations of the School. The Parents agree that the Student may be dismissed at any time during the school year, without a reduction or refund of tuition or fees, because of disregard for rules and regulations, violations of the law, personal maladjustment, prolonged academic deficiency, disrespect, lack of parental cooperation, or a single incident of serious misconduct, on or off campus, including but not limited to stealing or the use or possession of alcohol or illegal drugs.

9. The Parents understand that the School cannot fulfill its educational mission without positive relationships with the parents and guardians of its students, and that the School must terminate a student's enrollment if the actions of his or her parents or guardians interfere significantly with the School's accomplishment of its educational purposes. Therefore, the Parents agree to support the enforcement of School regulations and the administration of School policies.

10. The Parents agree to provide School a copy of any court-issued custody or adoption papers at the time of enrollment, and to promptly provide updated copies of petitions or motions concerning custody, visitation or transfer of custody pertaining to Student. Custodial and noncustodial biological or adoptive parents will be sent all School-related mailings and will have access to educational records regarding their child unless the School has been provided a copy of court-issued custody or adoption papers that restrict or prohibit the noncustodial parent from exercising their parental rights or financial obligations. The Parents agree that any disputes between them regarding custody, visitation, and access to information regarding the Student will be submitted to the appropriate court for resolution, and will not be resolved by the School. The School will not be bound by and will not comply with any agreement between parents that contravenes the language of a court order on the same subject.

11. The Parents agree to provide health and accident insurance for the Student and to indemnify the School and its personnel against any liability for student accident or health problems.

12. The Parents authorize the School to release the Student's transcripts and other records, including discipline records, pertaining to the Student to any school, college or university to which the Student may apply for admission.

13. The School aspires and attempts to accommodate the learning needs of each student. However, the School does not warrant or guarantee that it can meet the specific needs of all students and it does not guarantee any particular learning outcome or rate of academic progress. The Parents agree that the School may separate from enrollment any student when, in the sole discretion of the School administration, it concludes that it is unable to meet adequately the learning or behavioral needs of that student.

14. The Parents agree to reimburse the School for all costs associated with court or legal actions pertaining to the Student, including but not limited to: associated costs of identifying and preparing subpoenaed documents, postage, printing, courier expenses, as well as hourly salary costs of School employee(s) who are deposed and/or are required to testify in court or any other administrative proceedings, the School's attorneys' fees, and/or other administrative costs incurred by the School related to such legal actions.

15. This contract becomes null and void if the student does not complete the 2018-2019 academic year in good standing.



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16. Please provide to the Business Office the name, address, and relationship to the student of those persons responsible for paying tuition and fees if other than the parents.

\_\_\_\_\_  
Parent/Guardian

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Accepted for **The Steward School** by:

Position: Associate Head of School, Finance and Operations

Date: February 1, 2019

**Parents/Guardians: In order for your child to be enrolled in 2019-2020 classes, please return the following along with the fully executed contract by February 8, 2019**

Document checklist:

- \_\_\_ Signed contract (both parents/guardians responsible for tuition/fee payments are required to sign the contract)
- \_\_\_ \$600 One-time payment for new student
- \_\_\_ \$1,000 Tuition deposit
- \_\_\_ Copy of child's Birth Certificate