

WASHINGTON CHRISTIAN ACADEMY

reverent, adventurous, academically serious

16227 Batchellors Forest Rd.
Olney, MD 20832
240-390-0429; 240-559-0115 (fax)
www.washingtonchristian.org

ENROLLMENT CONTRACT 2012 - 2013

This Contract made and entered into by and between the Washington Christian School Society, Inc., doing business as Washington Christian Academy (hereinafter "WCA"), and the undersigned parent(s) (hereinafter "Undersigned"), and

WHEREAS, WCA is a nonprofit corporation formed to further and promote exclusively charitable, religious, educational and scientific purposes. It is approved by the State of Maryland for the purpose of providing to students a program of Christian education and a curriculum of academic excellence, and whereas the Undersigned are in accord with the policies of WCA, and desire to place the students listed below under its teachings and discipline;

NOW THEREFORE in consideration of the promises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Undersigned do hereby enroll the students listed below, in the grades and for the school year set forth below, and WCA accepts said students subject to the terms of this Contract.
2. The Undersigned shall pay the appropriate tuition and fees set forth in the 2012-2013 Tuition and Fee Schedule except as specified in paragraph 4.
3. The Board of Directors may determine to assess an additional fee on a per student basis as required for the operation of the school.
4. Since WCA hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis determined largely by the strength of Enrollment Contracts, the Undersigned understand that the student(s) listed below are enrolled for the entire school year or such portion as may remain after the date of entrance, and that the Undersigned are obligated to pay all tuition and fees listed in this Contract for the full academic year unless a written request for release is delivered on or before July 1, 2012 to the WCA Admission Office, via United States Postal Service (USPS) or in person or by a delivery service other than USPS to 16227 Batchellors Forest Rd., Olney, MD 20832; or by fax to 240-559-0115; or by e-mail to admission@washingtonchristian.org. Requests for release shall be considered delivered only when received; WCA shall not be responsible for delays in delivery.

**AFTER JULY 1, 2012 ALL TUITION AND FEES FOR THE ENTIRE YEAR
BECOME PAYABLE FOR EVERY STUDENT LISTED BELOW WITHOUT EXCEPTION.**

5. The absence, withdrawal, or dismissal of any student after July 1, 2012 does not relieve the Undersigned of the responsibility for payment of the entire year's tuition and fees listed in this Contract. In the event enrollment is terminated after July 1, 2012 and prior to payment in full of all tuition and fees due for the year, the balance is immediately due and payable unless an agreement is made in writing and signed by all parties to the contract.
6. WCA and the Undersigned do hereby agree that inasmuch as actual damages in the case of a breach of this contract may be difficult to calculate, liquidated damages are hereby provided for on the following basis:
 - A. In the event that the Undersigned breach this contract, WCA shall be entitled to expel any or all of the students listed below and to receive as liquidated damages full payment from the Undersigned of the fees and tuition charges set forth in this contract. This provision reflects the fact that the expulsion of a student does not result in a pro rata reduction in the cost of operating WCA, and that without this provision the Undersigned's breach would result in a financial loss to WCA.

- B. In the event that WCA breaches this contract, the Undersigned shall only be entitled to recover from WCA damages in an amount equal to that portion of tuition already paid, but for which no services have then yet been rendered by WCA.
7. In view of this obligation to pay tuition, fees and liquidated damages, even in the event that enrollment is terminated, the Undersigned understands that the Tuition Refund Plan (TRP) is available to protect the annual commitment under the terms of this Contract. (The TRP brochure is available at www.washingtonchristian.org/admission/reenrollment.) TRP insures payment of tuition (pre-paid or due) in the event of separation according to the terms of TRP for any student who has attended WCA more than fourteen (14) consecutive calendar days after the student's first class day of attendance in the academic year. Coverage begins August 1 for Medical Withdrawals. *Participation in TRP is required of those paying tuition under the Monthly Installment Plan.* If the Undersigned have chosen the Annual or Semi-Annual Installment Plan, the Undersigned agree that, should they not make the full payments when due under the plan chosen, they will pay the premium for the TRP and a Contract Change Fee as billed by WCA.
 8. Should the Undersigned choose TRP coverage when initially submitting this Contract and pay the TRP premium when due, if WCA determines that a student is unable to attend WCA due to medical reasons or family relocation, WCA will, prior to the 14th consecutive calendar day after the student's first class day of attendance, self-insure payment of **non-delinquent** tuition consistent with the terms of TRP.
 9. In the event the Undersigned purchases the TRP, then WCA shall be authorized to make claim thereunder on behalf of the Undersigned and to collect any payment due thereunder, crediting the account of the Undersigned with any amounts paid to WCA. The TRP payment calculation does not generally pay the remaining tuition balance in full. If, after the TRP payment, there is still a balance owed on the account, as per Paragraph #4, the balance is immediately due and payable unless an agreement is made in writing and signed by all parties to the contract. If, after the TRP payment, there is a payment excess, the overage will be refunded to the Undersigned.
 10. If payment of tuition and fees is not made in accordance with this Contract, WCA shall have the right in accordance with applicable law to refuse to admit the students to class, to refuse to allow the students to take end of first semester and/or final examinations, and to withhold the transcript or other record of grades awarded until all financial obligations of the Undersigned due at that particular time are satisfied.
 11. All students are required to meet the academic standards of WCA and to abide by all rules and regulations established by WCA. All students, parents and guardians are required to respect WCA's spiritual standards, to provide reasonable cooperation in the education process and to avoid conduct on-campus or off-campus that may be considered detrimental to the best interests of WCA. A breach of these obligations on the part of any of the Undersigned or the below listed students shall constitute grounds for the dismissal of the student or students from WCA.
 12. The Undersigned shall fully cooperate with WCA in matters concerning student-school relationships and shall refrain from any action which is disruptive of discipline or destructive of authority properly exercised by WCA's representatives. A breach of this obligation on the part of the Undersigned shall constitute grounds for the dismissal of any student from WCA.
 13. The obligations of WCA under this contract are contingent upon all financial obligations to WCA having been met for years prior to the 2012-2013 school year for all students listed below. Additionally, this Contract is dependent on the successful completion of the 2011-2012 school year by the students listed below.
 14. The Undersigned agree to reimburse WCA for all costs, including reasonable attorney's fees, associated with the collecting any of the tuition, fees or liquidated damages provided herein if they are not timely paid to WCA. The Undersigned also agree to reimburse WCA for reasonable attorney's fees in the event it becomes necessary for WCA to employ an attorney to enforce the Undersigned's compliance with any of the covenants, obligations, or conditions imposed by this contract.
 15. WCA's acceptance of a late payment of any tuition or fee shall not be deemed a waiver by WCA of any such breach on the part of the Undersigned, and WCA may still proceed to exercise its full range of legal remedies in response to such a late payment. WCA may assess a late fee of 1.00% of the delinquent amount or \$15, whichever is greater, and, for each additional month that the amount remains delinquent, an additional 1.00% of the delinquent amount or \$15, whichever is greater. These fees associated with such late payments and set forth in this paragraph are in addition to the collection costs set forth at paragraph 14 above and the liquidated damages set forth in paragraph 6 above.

16. WCA may assess a \$25 service charge for each payment that is returned.
17. Except where payment is made by pre-authorized bank or credit card electronic fund draft drawn by the FACTS program for WCA on the Undersigned's checking/savings account, all payments made by cash, personal check, cashiers check or money order shall be sent via USPS or in person or by a delivery service other than USPS to 16227 Batchellors Forest Rd., Olney, MD 20832. If two payments are returned during any twelve-month period, thereafter WCA may refuse personal checks and/or cease pre-authorized drafts and require payment by cash, cashier's check or money order. WCA may require all delinquent amounts and late fees be paid by cash, cashier's check or money order.
18. The Undersigned shall pay a non-refundable Tuition Deposit for each student listed below **when this Contract is submitted**. The amount of the non-refundable Tuition Deposit for each student shall be equal to \$500 divided by the total number of students listed below. The Undersigned shall pay the remainder of the tuition and fees in accordance with the provisions of the payment plan chosen as described in the 2012-2013 Tuition and Fee Schedule.
19. For any reason on or before April 1, 2012, WCA may terminate this Contract upon written notification to the Undersigned and the refund of all tuition, and deposits and fees paid under this Contract.
20. The Undersigned hereby irrevocably consent to and authorize the use and reproduction by Washington Christian Academy, or anyone authorized by Washington Christian Academy, of any and all photographs, the negatives and positives, which the school may take or may have taken of any student(s) mentioned in this Contract for any purpose whatsoever, without compensation to the Undersigned or to the student(s). All negatives and positives, together with the prints and other reproductions there from, shall constitute the school's property, solely and completely.
21. In the case of a medical emergency involving the below listed students, the Undersigned authorize the staff of WCA to provide and/or obtain emergency medical assistance and release WCA and its staff from any liability.
22. The Undersigned understand that WCA has no accident or hospitalization insurance on the students enrolled and that obtaining such insurance protection, if desired, is the responsibility of the Undersigned alone.
23. WCA may refuse students the right to attend classes and all school-related activities until the Undersigned have furnished all regulatory agency mandated documentation, including, but not limited to, immunization records and birth certificates.
24. The Undersigned represent that all the students listed below reside full time in the home or homes of custodial parents or legal guardians. The Undersigned agree to report promptly to WCA any change in status from that stated in this paragraph. Failure of any student to reside full time with a custodial parent or legal guardian shall be a breach of this contract on the part of the Undersigned and grounds for WCA to terminate the enrollment of the student or students.
25. The Undersigned represent to have full or joint custody for each and every of the below listed students and that each and every one of the below named students resides at least part-time with the Undersigned. The Undersigned agree to report promptly to WCA any change in status from that stated in this paragraph. The Undersigned agree that in the event that the Undersigned shall lose custody of a student listed below or that a student shall cease to reside with the Undersigned at least part time, this shall be a breach of contract on the part of the Undersigned and grounds for WCA to terminate the enrollment of the student.
26. The Undersigned hereby give permission for the below listed students to participate in local walking field trips within close proximity to the WCA campus and release WCA from any liability that may result from the student's participation in the walking field trips.
27. The Undersigned hereby give permission for the below listed students to participate in WCA sponsored field trips and release WCA from any liability that may result from the student's participation in the field trip. The Undersigned understand that they will be notified of each field trip in advance and that they will have the option of not allowing the students to attend the field trip. The Undersigned also understand that they must notify the school at least 72 hours in advance if not allowing the students to attend the field trip. If it is an all day field trip, the Undersigned will keep the students at home for the day. If it is a partial day field trip, the students will remain at school during the field trip.
28. The Undersigned agree to comply with the WCA Transportation Plan.
29. This Contract constitutes the entire agreement between WCA and the Undersigned. All terms and conditions contained in any other writings previously executed by WCA and the Undersigned and all prior and contemporaneous arrangements and understandings between WCA and the Undersigned are superseded by this Agreement. No agreements, statements, or promises about the subject matter of this Contract are binding or valid unless they are contained in this Contract.

2012 – 2013 ENROLLMENT CONTRACT, page 4 of 4

30. The Undersigned hereby choose the _____ (*indicate Annual, Semi-Annual or Monthly Installment*) Plan. The Undersigned agree that each time the Undersigned request a change in payment plan after June 1, 2012, the Undersigned will pay a Contract Change Fee. The Undersigned agree to submit such requests for changes in payment plan in writing and that the effective date of such requests shall be the date of delivery to the WCA Business Office.

The fact that tuition and fees may be paid in more than one installment does not constitute a fractional contract.

31. If choosing the Monthly Installment Plan, the Undersigned agree to complete the FACTS enrollment through the link on-line at www.washingtonchristian.org>admission>reenrollment and to provide bank information for a checking or savings account (the "Account") for which one or both of the Undersigned is an authorized signer. If the Undersigned is enrolled in the FACTS program for the current school year, the Undersigned agree to keep all account and personal information current. The Undersigned authorize the FACTS program for WCA to draw pre-authorized bank drafts on the Account in the amounts and to the schedule set forth in the Tuition and Fee Schedule.

32. Complete if applicable.

If you selected the Annual or Semi-Annual Installment Plan, do you also choose the Tuition Refund Plan?

Yes, we choose TRP (Highly recommended by WCA).

No, we refuse TRP.

33. The **RETURNING** students enrolled under this Contract are

<u>Full Name</u>	<u>2012-2013 Grade</u>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

34. The **NEW** students to be enrolled under this Contract are: (Listed below are only those students who have completed the application process and whom WCA has accepted. Any students accepted after execution of this contract will be added through a contract supplement).

<u>Full Name</u>	<u>2012-2013 Grade</u>
1.	1.
2.	2.
3.	3.

WASHINGTON CHRISTIAN SCHOOL SOCIETY, INC.

**THE UNDERSIGNED JOINTLY AND SEVERALLY
AGREE TO THE CONDITIONS OF THIS 2012-2013
ENROLLMENT CONTRACT.**

By: _____
Headmaster Date

Signed: _____
Parent or Guardian Date

Signed: _____
Parent or Guardian Date

PARENT CHECKLIST

- Filled in your choice of installment plan? (#30)
- If applicable, marked whether you are choosing the TRP (#32)
- Signed the contract? (**BOTH PARENTS**)
- Enclosed a \$650 deposit check?
- Filled in your name, address, and other demographic information?

Name(s) _____

Address _____

City/State/Zip _____

Daytime Phone _____

Your Church _____

**WASHINGTON CHRISTIAN ACADEMY
2012 – 2013 TUITION AND FEE SCHEDULE**

Grade	Tuition
Half Day Kindergarten	\$7,299
Full Day Kindergarten – Grade 5	\$14,598
Grades 6 – 8	\$16,098
Grades 9 – 12	\$17,598

INSTALLMENT PLANS FOR TUITION PAYMENT

ANNUAL INSTALLMENT PLAN. All tuition and fees remaining after payment of the non-refundable Tuition Deposit are due on or before July 1, 2012. WCA will bill you for this amount

SEMI-ANNUAL INSTALLMENT PLAN. Fifty percent (50%) of the tuition and fees remaining after payment of the non-refundable Tuition Deposit is due on or before July 1, 2012, and the balance is due on or before January 1, 2013. WCA will bill you for these amounts.

MONTHLY INSTALLMENT PLAN. The tuition and fees remaining after the payment of the non-refundable Tuition Deposit will be paid by the use of pre-authorized bank drafts drawn by The FACTS Program for WCA on the contracted party's checking or savings account on the 5th, 10th, 15th or 20th day of each month in twelve equal installments beginning July 5, 2012. (When the payment date during a month falls on a weekend or bank holiday, the draft will be drawn on the following business day.) If the Enrollment Contract is executed after June 20, 2012, the deposit plus any monthly installments that would have fallen due are due with the executed Contract. Individual arrangements are made for enrollments after September 1, 2012. All families choosing the Monthly Installment Plan must enroll in the Tuition Refund Plan.

CREDIT CARD PLAN. Families may choose to pay any of the above plans by credit card. All credit cards payments will be processed through FACTS and are subject to a 2.5% convenience fee. You must be enrolled in the FACTS program in order to use this option. Mastercard, Discover and AMEX are accepted for credit card payment; VISA is not.

FEES

NEW STUDENT APPLICATION FEE. A non-refundable fee of \$75 per student must be paid at the time of application. Additional fees may be required.

REGISTRATION FEE. All families pay a non-refundable Registration Fee of \$150 per family.

NON-REFUNDABLE TUITION DEPOSIT. A non-refundable Tuition Deposit must be paid for each student with the submission of an Enrollment Contract. The amount of the non-refundable Tuition Deposit for each student shall be equal to \$500 divided by the total number of students.

FACTS FEE. All families who pay on a monthly installment basis will pay an annual fee of \$41. FACTS will automatically debit your bank account for this amount when you enroll in the program. This fee is in addition to the convenience fee paid by credit card payers.

TUITION REFUND PLAN. The TRP premium is 2.6% of tuition. Families choosing the Monthly Installment Plan must participate in TRP. FACTS will automatically debit your bank account for this amount with your first tuition payment. If you voluntarily elected to participate in TRP in Paragraph 31 and chose the Annual or Semi-Annual Installment Plan, WCA will bill you and this amount is due with your first tuition payment, but no later than July 1, 2012.

LATE PAYMENT FEE. WCA may assess a late fee of 1% or \$15, whichever is greater, on the first day any amount becomes delinquent and an additional 1% or \$15, whichever is greater, for each additional month that the amount remains delinquent.

CONTRACT CHANGE FEE. If after June 1, 2012, the Undersigned changes installment plans or adds TRP coverage for any reason, including being required to do so by WCA because the Undersigned failed to make full payments when due under the chosen installment plan, the Undersigned agrees to pay immediately a contract change fee of \$50. For this purpose, the effective date of any such change shall be when WCA receives a request for such a change in its Business Office.