

CLARENDON HALL

Summerton, South Carolina

Enrollment and Tuition Contract

Academic Year 2018 - 2019

***A non-refundable APPLICATION FEE OF \$175 per student is due by March 29, 2018 with this completed and signed contract. The application is not complete until such application fee is paid and accepted by an official of the school. Late Registration: March 30 -June 1, 2018: \$225.00; June 4, 2018 and after: \$275.00**

SUMMARY OF TOTAL CONTRACT FEES FOR THE 2018-2019

<u>Grades 1 – 12</u>	<u>Total Contract Fee</u>	<u>12-Month Plan (includes processing fee)</u>	<u>Price with 5.0 % Discount due 4/13/2018</u>
1 Child	\$ 3,995	\$ 345	\$ 3,795
2 Children	\$ 7,345	\$ 620	\$ 6,978
3 Children	\$10,635	\$ 890	\$10,103
4+ Children	Contact the school office for tuition costs		

<u>Kindergarten</u>	<u>Total Contract Fee</u>	<u>12-Month Plan (includes processing fee)</u>	<u>Price with 5.0% Discount due 4/13/2018*</u>
1 Child	\$2,299	\$ 204	\$2,184
2 Children	\$4,448	\$ 379	\$4,226

CLARENDON HALL OFFERS THREE PAYMENT OPTIONS:

- 1) **One yearly payment** due by April 13, 2018, with a 5.0% discount (rounded to the nearest dollar).
- 2) **One yearly payment** due by June 1, 2018.
- 3) **Monthly:** 12 monthly payments beginning June 1, 2018 and each month thereafter until May 1, 2019, or the entire outstanding balance is paid for the academic year. The monthly payment plans including a processing fee. **Monthly patrons may pay by coupon or automatic bank draft.**

I AGREE TO PAY THE PAYMENT PLAN BELOW (CHOOSE ONE):

- ____ **Yearly Option with discount:** I agree to pay Clarendon Hall the following: \$ _____ by April 13, 2018.
- ____ **Yearly Option:** I agree to pay Clarendon Hall the following: \$ _____ by June 1, 2018, or upon enrollment of new student.
- ____ **Monthly Option:** I agree to pay *Clarendon Hall School* the following: 12 payments of \$ _____ beginning June 1 and the first of each month thereafter until contract fees, late fees, or other school fees, etc. are paid in full for the school year. Those on the monthly plan **MUST COMPLETE** the “Monthly Payment Agreement” form.

Any other payment plans must be approved by the administration. Any amendments or changes to the payment schedule must be approved by the administration and must be in writing as an addendum to this tuition contract. **See contractual terms and conditions for other fees.**

First Student: Name _____ Grade _____
 Second Student: Name _____ Grade _____
 Third Student: Name _____ Grade _____

Contact Information:

Mother: _____ Phone: Home: _____ Cell: _____
 Work: _____ Email: _____

Father: _____ Phone: Home: _____ Cell: _____
 Work: _____ Email: _____

Guardian: _____ Phone: Home: _____ Cell: _____
 Work: _____ Email: _____

Clarendon Hall

2018 – 2019

Application and Tuition Contract Agreement

1. I understand that in order to guarantee placement for the coming year, the **application fee is due by March 30, 2018** I FURTHER UNDERSTAND THAT THE APPLICATION FEE ONCE PAID IS NON-REFUNDABLE.

2. I understand that unless written notice withdrawing the application is sent to the Headmaster by certified mail no later than June 12, 2018, my obligation is to pay all fees for the full academic year. Patrons wishing to be released from their contract after June 13, 2018, must make a written request and will be required to pay at a minimum all fees due until the end of the month of withdrawal ****plus a \$500.00 fee for release from the contract****. No portion of such fees so paid or outstanding will be refunded or cancelled, not withstanding the subsequent absence, withdrawal, or dismissal from the school.

3. I understand that in signing the Enrollment and Tuition Contract for the academic year 2018-2019, I am agreeing to accept the policies, rules and regulations of the School. The School shall have the right, in its sole discretion, to determine the class to which the student will be assigned, to establish rules of conduct for proper discipline, and to meet punishments for the infractions thereof, and to suspend or expel the student, and to exercise all powers and privileges exercised by educational institutions. **FURTHERMORE, I UNDERSTAND AND AGREE TO THE POLICY OF THE SCHOOL THAT NO STUDENT WILL BE PERMITTED TO RECEIVE REPORT CARDS, NOR WILL ANY ACADEMIC RECORDS (TRANSCRIPTS AND/OR REPORT CARDS) BE RELEASED TO ANOTHER SCHOOL OR EDUCATIONAL INSTITUTION, UNLESS ALL FINANCIAL OBLIGATIONS ARE PAID IN FULL.**

4. **All accounts must be current at the beginning of the school year AND upon return to school for the second semester.** In the event an account becomes past due 60 days or more, students may be prohibited from attending classes or any school functions. You may be required to present a credit card, debit card, or cashiers check for payment in full of past due amount. Delinquent accounts are subject to be turned over to an outside collection agency and subject to legal remedies, including but not limited to judgments, with the delinquent account responsible for any and all legal fees. Any account sent to collections will be assessed additional collection fees. Forbearance in enforcement of any payment terms by the school shall not be deemed a waiver of the right of the school to strictly enforce the terms of this contract.

5. Clarendon Hall has the authority to refuse a student application based on admissions criteria as set by the School.

6. Clarendon Hall reserves the right to raise tuition during the school year if the Administration and the Board deem it necessary in order to meet financial obligations of Clarendon Hall.

7. Eleventh grade students are required to take the PSAT in October, and the approximate cost is \$15.00, payable prior to the test.

8. **Required school fundraisers (2): All families must participate in selling drawing tickets for the Silent Auction: Four (4) at \$20.00 each (\$80.00 total). If tickets are not sold, families will be billed for the unsold amount. In addition, each family is required to sell one box of chocolate: \$60.00.**

9. Occasionally, student pictures are used to add interest to stories and recognition of achievements. My signature on this Enrollment/Tuition Contract grants permission for Clarendon Hall to post my child's picture and name on Social Media, the School Website, and/or in press releases.

I understand in signing this Application and Tuition Contract Agreement for the upcoming school year, my student(s) and I agree to the rules, policies, and regulations of Clarendon Hall and agree to follow the rules as published in the current "Family Handbook". It is understood that if for any reason any student is unable to meet the standards and requirements of Clarendon Hall, such student shall be subject to suspension, academic probation, or dismissal, and that Clarendon Hall School shall be the sole judge of the sufficiency of the reason and does not have to make formal or specific charges.

I understand this is a valid and binding contract entered into willingly between myself and Clarendon Hall School.

*Signature of person responsible for payment of charges

Date

*Signature of person responsible for payment of charges

Date

*Signature of person responsible for payment of charges

Date

RECEIVED BY CLARENDON HALL:

School Office Staff Signature
Date _____
Fees Paid \$ _____
Billing Method _____

It is understood that attendance at Clarendon Hall is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. Clarendon Hall may request the withdrawal of any student at any time, who, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether he/she conforms to the specific rules and regulations.

Clarendon Hall 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 or ethnic origin in the administration of its educational or admission policies, athletic or other school administered programs.

Clarendon Hall

Monthly Payment Agreement

1. FAMILY INFORMATION

Referred by: _____

FIRST NAME _____ LAST NAME _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME / MAIN TEL. # _____ SECONDARY TEL. # _____

E-MAIL _____

2. PLEASE SELECT ONE PAYMENT OPTION

(A) I WILL MAIL MY PAYMENTS EACH MONTH. THEY WILL BE RECEIVED BY THE 1st OF EACH MONTH.

(B) I WANT YOU TO TRANSFER PAYMENTS MONTHLY FROM MY BANK ACCOUNT

Name on Bank Account: _____

Nine Digit Routing Number _____

Bank Account Number _____

Checking

Savings

This authority is to remain in effect until the depository customer has received written notice of termination and has been provided a reasonable opportunity to take action. The depository customer has the right to stop payment of debit entry by notifying the depository prior to charging the account. If the organization initiates an incorrect debit entry to the customer's account, the customer shall have the right to ask the depository to credit the amount from that entry to the account. To obtain proper credit to the account the customer shall have fulfilled the following conditions: Notify the depository in writing for the incorrect entry within fifteen calendar days following the date the customer received the statement of account or a written notification of that entry or 60 calendar days after posting, whichever comes first.

Name _____

Date _____ Signed _____ Signed _____

ATTACH A VOIDED CHECK

(C) I WANT YOU TO CHARGE PAYMENTS MONTHLY TO MY CREDIT CARD

Debit/Credit Card Account Number: _____

Expiration Date: _____ **Security Code** _____ **Signed** _____

3. STUDENT INFORMATION

GRADE	NAME	STUDENT TUITION
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

TUITION FEE AND LATE POLICY

I agree to pay the amount established by my school for the above students and realize that if I fail to make payments by the specified due dates, the inaction will result in late charges established by my school. I understand that I may be contacted via e-mail and/or telephone when payments are not on time and charged a late fee of \$40.00

TOTAL TUITION \$ _____

FEES \$ _____

DISCOUNTS \$ _____

COUPON FEE \$ _____

TOTAL DUE TO SCHOOL \$ _____