

The Manor School 2010-2011 APPLICATION for ADMISSION

4236 La Grande Princesse, Christiansted, V.I. 00820-4449; 340-718-1448; FAX 340-718-3651

***** ALL Social Security Numbers required. *****

STUDENT: Full Name (Last, First, M.I.) _____ SS# _____

Physical Address _____ Home Ph _____ Cell _____

Citizenship _____ If not U.S. give status _____

Date of Birth _____ Place _____ Age _____ Grade entering _____ Last Grade Completed _____

Persons with whom allowed to leave school _____

Name, Address, Contact Person of Previous School _____

Allergies or Medical Conditions _____ Regular Medication _____

Do you grant us permission to dispense Aspirin? **YES NO** Non-Aspirin? **YES NO** Initials _____

PARENT/GUARDIAN INFORMATION

MALE _____ Relationship _____ SS# _____

Mailing Address _____

Phone: Home _____ Work _____ Cell _____ E-mail _____

Firm & Address _____ Occupation _____

PARENT/GUARDIAN INFORMATION

FEMALE _____ Relationship _____ SS# _____

Mailing Address _____

Phone: Home _____ Work _____ Cell _____ E-mail _____

Firm & Address _____ Occupation _____

EMERGENCY INFORMATION (If parent or Guardian is not available)

_____ at _____ at _____
(Name & Relationship) (Location) (Phone #)

_____ at _____ at _____
(Name & Relationship) (Location) (Phone #)

BILLING INFORMATION Circle Payment Plan: A (1 payment) B (2 payments) C (10 installments)

Person or Business to be billed _____ Business Contact Person _____

Mailing Address _____ Phone _____

(Read & sign Enrollment Agreement on the back.) _____

(Signature of Parent/Guardian) (Date)

Office: Reg Pd Yes No Sign Contr Yes No Gr Cd Yes No Bir Cer Yes No Health Yes No Sch Recs Yes No Data Enter Yes No

Date: _____

The Manor School 2010-2011 Enrollment Agreement

The Manor School provides an excellent education to the children of St. Croix, in Kindergarten through Grade Twelve. To enable The Manor School to successfully and reliably provide its service to the community and its children, it is necessary to have the agreement of parents or guardians to certain standard procedures and terms.

A. Tuition is charged and must be paid according to Fee Schedule provisions by check, cash, or money order. (Plan "C" payments are due by the first day of each month.)

1. The Registration/Student Fee is non-refundable and due the day the student is enrolled.
2. It is understood that both enrollment and tuition are for one full school year and the parent or guardian is committed to pay a full year's tuition whether or not the student completes the full year.
3. A full year's tuition is owed if the student is withdrawn, expelled, removed for tuition indebtedness, or entered at a date other than mutually agreed by home and school.
4. Any or all parts of a student's records will be withheld and the student not allowed to attend classes until financial obligations of the student's parent(s) or guardian(s) have been satisfactorily met.
5. All accounts must be paid-in-full no later than June 1 of the current year, and prior to Registration for the next school year. Year-end Accounts not paid-in-full will be submitted to the Credit Bureau with a 10% late fee assessment of the total balance due.
6. A \$35.00 service fee is charged on all returned checks, and all subsequent payments must be made by certified check or money order
7. A \$50.00 per month LATE FEE is charged to delinquent accounts at the end of the first day of each month; a 10% per year LATE FEE is charged to year-end delinquent accounts. Delinquent account payments may not be paid by check, only by money order or cash.
8. A \$10.00 monthly surcharge is included in Plan "C" payments.
9. For a student entering during the school year, tuition fees will be prorated on the ten-installment plan, plus one month. The Registration/Student Fee and first installment are due upon entrance.

B. Parents and Guardians recognize the position of the school as "surrogate" parent during school hours/functions and for educational purposes. his status includes but is not limited to:

1. The right to determine the advancement of any student.
2. The right and express authority to request and obtain educational, medical and psychological records of any student and prospective student.
3. The right to refer any student for educational, psychological and/or medical evaluation, short or long term counseling, and to receive parental cooperation.
4. The right to administer appropriate punishment, including work details, suspension and expulsion.
5. Permission to obtain emergency or necessary medical care for any student.
6. The authority to enforce the Student Dress Code, Student Code of Conduct and Manor Guidelines, Policies and Procedures, Work Completion Program, Detention System, Morning Announcements, and to receive parental cooperation. (It is expressly understood that NO student is to have a cell phone on the Manor campus unless expressly excepted for special events.)

The terms of this agreement have been reviewed and discussed with the undersigned; the undersigned has/have read this agreement and agree(s) to the stated terms and conditions contained herein.

The Manor School Representative

Male Parent/Guardian

Date

Female Parent/Guardian