

The Manor School 2012-2013 Enrollment Agreement

The Manor School provides an excellent education to the children of St. Croix, in Grades One through 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 A full year's tuition is owed if the student is withdrawn, expelled, removed for tuition indebtedness, or entered at a date other than mutually agreed by home and school.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 and those of any student(s) on the same account will be withheld and the student(s) not allowed to attend classes until financial obligations of 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 cash, 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 cash, certified check or money order.
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, and support, cooperate and give consent. This 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, and to withhold them for delinquent payment.
3. The right to refer any student for educational, psychological and/or medical evaluation, short or long term counseling, drug testing, and to receive parental cooperation and consent.
4. The right to administer appropriate punishment, including but not limited to writing lines, work details, Detention, In and Out-of-School Suspension, Suspension Zone, 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, Manor Guidelines, Policies and Procedures, Activity Contract, Work Completion Program, Detention System, Morning Announcements, Manor Notice, and 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 by Mrs. Gadd.)

The terms of this agreement have been reviewed and discussed with the undersigned who 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