

FOR OFFICE USE ONLY

Registration Received _____

Notes:



**SCHOOLHOUSE PREPARATORY
2022-2023 STUDENT REGISTRATION FORM**

Student Name: _____

Date of Birth: _____ Age: _____ Sex: _____ Social Security # _____

Address: _____ Home Phone: _____

Parent 1 Name: _____ Work Phone: _____ Cell: _____

Parent 1 Email: _____

Parent 2 Name: _____ Work Phone: _____ Cell: _____

Parent 2 Email: _____

TERMS OF AGREEMENT

1. Tuition is based on a 10-month School Year. Tuition may be paid in the following manner:

Monthly (10 payments due the 1st day of each month, from **August to May**).

I UNDERSTAND NO DEDUCTIONS WILL BE MADE AND NO MONIES WILL BE REFUNDED FOR ANY DAYS, WEEKS OR MONTHS MY CHILD IS ABSENT FROM SCHOOL. Vacations or long illnesses will not be deducted from Tuition. Tuition must be paid for student to maintain enrollment. **All payments made to the school are NON-REFUNDABLE.** Schoolhouse Preparatory will not be required to refund any monies if, at any time, the student is expelled by the school administration or withdraws by choice.

Parent Initials _____

2. **LATE PAYMENTS:** A **\$35.00** late payment penalty will automatically be added when tuition is paid **on or after the 10th day of each month**. Students whose accounts are **15 days past due** will not be admitted in school until tuition is paid. If monthly tuition is not paid by the end of the month, student may be automatically suspended or expelled. *Account will be submitted to a collection agency. If applicable, Parents will be liable for all collection costs, including Attorney's fees and Court costs.* There is a **\$35.00** penalty charge on all checks returned by the Bank.

Parent Initials _____

4. **Progress Reports, Evaluations, Transcripts and Exams will NOT be issued to parents with past due Accounts.** This includes amounts due for either Registration Fee, Tuition, late payment penalties or returned check penalties, extra-curricular activity fees or any fund-raising proceeds that are owed.

Parent Initials _____

5. Schoolhouse Preparatory Inc. its Owners, Directors, Employees and/or volunteers will not be liable for any claims due to injuries, accidents or incidents suffered during school hours or while participating in any extra-curricular activities. The insurance benefits cover emergency treatment **ONLY**.

Parent Initials _____

ANNUAL FEE SCHEDULE

ANNUAL TUITION	REGISTRATION FEE	BOOK TESTING FEE
\$17,500.00	\$500.00	\$300.00

CHECK PAYMENT PLAN OPTION	METHOD OF PAYMENT	APPROVED FOR
\$ _____ 10 Month (August 1 st – May 1 st)	_____ Credit Card Complete Credit card authorization form to schedule automatic payments.	Step Up _____ Family Empowerment (Originally Gardnier or Mckay)
\$ _____ 12 Month Payment Plan	_____ Check	_____ Step Up

The amount of \$ _____ is hereby paid for the **2022-2023 REGISTRATION FEE** which includes the school yearbook and insurance coverage for **EMERGENCY TREATMENT ONLY**. I understand that this fee is **NON-REFUNDABLE**. I understand I will be responsible for all late payment penalties and Attorney's Fees if this account is sent to collection. I understand that my child will be required to follow all the RULES & REGULATIONS of Schoolhouse Preparatory as stated in the published "**Policies and Procedures Manual**" for him/her to maintain their enrollment at the school. **Violation of the school's rules may result in immediate expulsion.**

Parent Initials _____

LIABILITY DISCLAIMER

I hereby authorize Schoolhouse Preparatory, it's employees or volunteers to give First-Aid treatment to my child in case of an emergency. I hereby authorize my child to be transported by a sub-contracted bus/van or private car on all Field Trips scheduled by the school. I further relieve Schoolhouse Preparatory, Inc., its Owners, Directors, employees and volunteers of any and all liability as to any type of accident or incident that my child may be involved in during these trips, or before, during and after school hours. I have been shown the entire school campus, including all recreational areas, and have found them to be safe and suitable for my child. I hereby give permission for my child's photo(s) to be published in the school Yearbook, the school's website, social media, school brochure or other school publication.

Parent Initials _____

ACKNOWLEDGEMENT

I acknowledge that I have read, understand, and agree to the 2022-2023 tuition and fee schedules and payment obligations detailed in the tuition statement. In exchange for the admission of my child in Schoolhouse Preparatory, I hereby agree to pay, as scheduled, the net tuition due.

At the end of each quarter, parents with past due tuition/fees balance will be notified by the Finance office of the past due amount and the minimum payment required. If all financial obligations are not current, the school will:

- Not allow the student to take mid-term/final exams.
- Not issue report cards, diplomas and/or transcripts.
- Disenroll the student from the school.

A family wishing to withdraw its child from the school in the middle of a quarter is required to pay tuition and fees through the end of the quarter. Grades will not be released until the tuition and fees have been paid in full. Furthermore, I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. The administration reserves the right to terminate a student's enrollment at any time.

Print Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Schoolhouse Preparatory does not discriminate students against race, sex, religion, color, national or ethnic origin, sexual orientation or disability in the administration of its educational policies, admissions policies, Scholarship programs, athletic or other after-school or school-administered programs as well as its hiring policies and practices.