



ST. MARK
Building for Life

Enrollment Contract

St. Mark Lutheran School /
Financial Information



Return this form

2010-2011 Academic Year – Pre-School through 8th Grade

St. Mark Lutheran School • 1515 Hillendahl, Houston, TX 77055
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www.stmarkhouston.org

This contract is made and entered into on _____, 2010 by and between _____, hereinafter called the parent/guardian, whether one or more, and St. Mark Lutheran School (the "School"), for the purpose of providing educational instruction in accordance with the School's policies and procedures for the school year 2010-2011 to the following named child:

(Name of Student)

(Grade)

ACCEPTANCE AND OBLIGATION OF ST. MARK LUTHERAN SCHOOL

Fulfillment of this contract is subject to the student's completed enrollment by the School. As indicated by the School's undersigned authorized signature, this contract will become unconditionally binding on the School and the parent/guardian. The School will provide an educational program that meets requirements set by law in the State of Texas and by the National Lutheran Schools Accreditation.

FINANCIAL RESPONSIBILITY – NONREFUNDABLE FEES AND TUITION

In consideration of the acceptance of the Enrollment Contract by the School, parent/guardian agrees to pay the required Annual Tuition as specified in the Fee and Tuition Schedule 2010-2011 and in accordance with the payment option selected below. This promise is unconditional, regardless of attendance, even if the student voluntarily withdraws or is dismissed from the school prior to the end of the academic year.

Select payment option for tuition balance:

___ One payment, in full, (Due by June 30, 2010) Tuition insurance of 2.4% is optional, please indicate your preference.
I elect _____/do not elect _____ to participate in the Tuition Insurance Plan

___ Two payments (Due July 30, 2010 and December 30, 2010) Tuition insurance of 2.4% is **required**

___ Ten payments (Due July 30, 2010 through April 30, 2011) Tuition insurance of 2.4% is **required**

TUITION INSURANCE

The School provides insurance to protect the School from unanticipated losses and to protect my yearly financial obligation under the terms of this Enrollment Contract. The policy insures fees (prepaid and due) in the event of separation. I have received and read the enclosed brochure detailing the terms and conditions of coverage concerning the tuition refund plan. **I understand that participation is required unless the full Annual Tuition is paid by June 30, in which case the Tuition Refund Plan is elective.** The premium rate for the Tuition Refund Plan is 2.4% of the Annual Tuition for the above-named student. I authorize the School to process and collect any claim payment to which I am entitled under the policy and credit it to my account, paying any excess to me.

OVERDUE ACCOUNTS

Payments are due by the last day of each month. A late fee of \$25 will be charged each time that payment is not received by the due date. Participants in the 2-Payment Plan will be assessed interest at 1.5% per month if the account is more than 30 days past due. The School's rights and remedies regarding delinquent accounts are set forth in the Family Handbook. Such remedies include the right to hold transcripts, report cards, and to restrict participation in commencement until all payments are current. Participants in the one-payment plan will be invoiced in June. If payment is not received in full by June 30 the contract will automatically revert to a ten-payment plan at the sole discretion of the School.

RULES AND POLICIES

A student's continued enrollment is dependent upon the student achieving satisfactory educational performance as well as the student's and parent/guardian's compliance with and support of policies and rules of conduct included in the Family Handbook. Accordingly, if in the sole discretion of the school, a student fails to achieve satisfactory educational performance or either the student or the parent/guardian fails to comply with such rules of conduct, the School shall have the right to dismiss the student.

NO REFUND

A student is enrolled until a formal withdrawal form is completed and signed by the parents or guardians. I understand that if enrollment is cancelled no refund or cancellation of any portion of the Fees and Annual Tuition will be made by the School (except for insured prepayments) for absence, voluntary withdrawal, dismissal, or due to any change in the school's hours, programs, faculty, administration, curriculum, services or activities.

FULFILLMENT OF CONTRACT

The School incurs expenses based on anticipated, contracted enrollment. The parent/guardian agrees to pay the equivalent of one month's tuition in liquidated damages if the enrolled student does not attend school or voluntarily withdraws prior to the Insurance Eligibility Date (the tenth day of school).

REQUEST FOR RELEASE FROM CONTRACT

Requests for release from fulfillment of the contract may be considered in severe hardship cases or when the vacancy is subsequently filled, but only after receipt of a written request for release accompanied by satisfactory evidence of severe hardship.

This contract shall be interpreted in accordance with the laws of the State of Texas. **My signature below affirms that I have read, understand and accept the terms and conditions of this Contract.**

Signature of Parents or Guardians Financially Responsible for Student:

1. _____

Date: _____

2: _____

Date: _____

Accepted by St. Mark Lutheran School: _____

Date _____