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# Enrollment Contract

## 2010-2011 Infant/Toddler Program

St. Mark Lutheran School • 1515 Hillendahl, Houston, TX 77055  
713-468-1492 (Ph) 713-468-6735 (Fax)  
www.stmarkhouston.org

St. Mark Lutheran School (the "School") agrees to enroll \_\_\_\_\_ (name of Student) and to provide the program and educational and other services as prescribed for that age level.

### FINANCIAL RESPONSIBILITY

In consideration of the acceptance of the Enrollment Contract by the School, the undersigned agrees to pay the required Fees and Tuition as specified in the Fee and Tuition Schedule 2010-2011.

I agree to fulfill all financial obligations as required by the School. I understand that all Registration Deposits are non-refundable. I understand that tuition is invoiced, due and payable monthly in advance.

### POLICIES, PROCEDURES AND EXPECTATIONS (FAMILY HANDBOOK)

I will see that our family promotes and supports the following:

- Regular attendance
- Knowledge of and support for the School standards, policies and procedures as stated in the Family Handbook
- Timely payment of Fees and Tuition

### OVERDUE ACCOUNTS

Tuition is invoiced monthly and is due on 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. Families whose accounts become significantly overdue may be subject to consequences including dismissal of student and/or legal remedies for collection of account balances.

### CANCELLATION, WITHDRAWAL OR CHANGE OF STATUS

Enrollment may be cancelled by the parents or guardians in writing. A student is enrolled until a formal withdrawal form is completed and signed by the parents or guardians. Thirty (30) days' advance notice is required before being released from Tuition and childcare financial obligations. Tuition and childcare fees shall be charged through the end of month during which the student is financially released and shall not be pro-rated for a partial month.

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: \_\_\_\_\_

By: