

Riverside Christian School
Continuous Enrollment Agreement

I. CONTINUOUS ENROLLMENT

- **I/we agree that the term of my student(s) CONTINUOUS ENROLLMENT begins with this signed Continuous Enrollment Agreement, and that enrollment in Riverside Christian School (the “School” or “RCS”) will renew automatically for each successive academic year until the student’s graduation from the School or termination of enrollment by either party** (See section IV below or the Riverside Christian School Parent-Student Handbook).
- I/we understand that Riverside Christian School may modify this agreement at any time. In such cases, when RCS has made a modification, the school will notify families by February 1st via email. In addition, the School will place the updated version of the agreement with the effective date of the modification on the Riverside Christian School website.
- I/we understand that I/we have until April 30th every year to notify the School of my/our intent to opt out of continuous enrollment and withdraw my/our child for the following school year. The School agrees not to hold the Responsible Party(ies) financially responsible for the balance of an upcoming academic year’s tuition if the School receives the completed withdrawal form by April 30.
- I/we understand that if a family continuously enrolled for the upcoming school year submits an official notice of withdrawal after April 30th, I/we will be contractually obligated for the following late opt out fees:
 - May 1st - June 30th: \$200 per child
 - After July 1st: \$400 per child
- Riverside Christian School acknowledges that the following extenuating circumstances may exempt families from the obligation of paying late opt out fees. Those circumstances include:
 - Proof of relocation of 30 miles or more from the family’s current address
 - The family has completed the application for FACTS Variable Tuition Assistance by the April 30th deadline and it has been determined the amount is not sufficient
 - Withdrawal at the request of Riverside Christian School for the following school year.
 - Other circumstances deemed unique by RCS administration
- Riverside Christian School reserves the right to grant an exception to this agreement on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian whose child/ward attends the school.

II. TUITION INFORMATION

- The annual cost of education and tuition is levied on a per-year basis and is determined by the Riverside Christian School Board.
- Tuition and fee amounts will be published annually by February 1st.
- Any incidental expenses or fees not included on the Tuition Schedule will be billed separately by the School (i.e. sports fees, field trips, hot lunches, Support Lab, etc.).
- Tuition and incidental fees will be billed through School Admin.
- **I-20 International Students: Annual tuition and all fees must be paid in full before I-20 paperwork can be completed for the following year.**

III. FINANCIAL POLICIES

- **To assist you in the payment of the yearly tuition, two payment plans are offered:**
 - 1. The annual tuition is billed in twelve equal monthly payments - the first payment is due July 5th, and the final payment is due June 5th OR
 - 2. Prepayment of all tuition and fees - A 2% discount on the annual tuition is available if all accounts (including all fees) are paid in full by July 15th (This 2% discount is not available to International Students requiring an I-20).
 - **Note: The payment plan selected by the family for the preceding year will remain in effect unless or until the family notifies the Business Manager of their intent to change payment plans.** There is no reduction in tuition for holidays, vacations, illnesses, absences, early dismissals, emergency closures, or classes offered virtually because of widespread illness.
- I/we understand that if I/we have an outstanding unpaid balance after July 1st that my/our student will not have a guaranteed seat for the successive school year
- **AUTOMATIC BILLING OF 'LATE OPT OUT' FEES**
 - **I/we understand that the 'late opt out' fees referenced above will be automatically billed to my/our account if my/our notice to withdraw is received in the Riverside Christian Enrollment office after April 30th. The deadline to avoid payment of any 'late opt out' fee is April 30th annually.**
- I/we understand Variable Tuition must be applied for through FACTS by April 30th. I/we understand that I/we will be notified by the school of our award amount by May 31st.
- Families of students who do not return textbooks by the end of the school year, or when a student withdraws from RCS if sooner, will be assessed a penalty up to \$100.00 per textbook. This penalty will be refunded, less a \$15.00 handling fee, if the book is returned before the beginning of the next school year.
- I/we understand that school records will not be released for any family with an outstanding balance. This includes any school fees including late opt-out fees.
- Account payments are due on the fifth day of each month. Dismissal from school could result if payment arrangements acceptable to the School have not been made by the end of the given academic quarter. Furthermore, the delinquent account may be submitted for collection assistance and the student(s) may not be allowed to return to school unless and until the delinquent account has been satisfied. Any fees incurred for

the collection of delinquent accounts, including attorney fees, shall be paid by the financially responsible parent/guardian.

IV. ADDITIONAL INFORMATION

Riverside Christian School believes that a positive and constructive relationship exists between the school and a student's parents/guardian in order to accomplish the school's mission. RCS reserves the right to suspend, dismiss, and/or expel a student at any time if, at the sole discretion of school administration, that student's progress, conduct, behavior and/or influence on or off campus is not in keeping with Riverside Christian's standards, policies, rules, or values. RCS accordingly reserves the right to terminate this enrollment contract at any time if, at the sole discretion of school administration, the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's ability to accomplish its educational purposes. There is no refund of paid tuition or fees where such suspension, expulsion, terminations, or either voluntary or school initiated withdrawal occurs; any unpaid balance is payable in full. If tuition has been paid in full for the entire academic year, the paid amount will be prorated through the end of the month the student was enrolled and the remainder refunded.

Early Learning Center/After School Club & Continuous Enrollment

I/we understand my child's enrollment in the Early Learning Center ("ELC") or the After School Club ("ASC") is on a year-to-year basis. Registration will be treated separately and does not affect this Continuous Enrollment Agreement.

This contract supersedes all prior negotiations, agreements, terms, conditions, statements, or representations, whether written or oral, concerning the subject matter of this contract. By signing this contract, the parent(s) understands and agrees to pay all tuition and fees when due and as specified in this contract.