

Student Name(s): _____

Alamance Christian School Continuous Enrollment Contract

Alamance Christian School is dedicated to making your enrollment process quick and easy. We are launching a new enrollment process called Continuous Enrollment that allows parents to enroll their students until graduation. Once you sign the Continuous Enrollment Contract, your student will be continuously enrolled until he or she graduates from ACS or until you Opt-Out of enrollment.

By signing this contract, you agree to the following:

- I/We agree that the term of my student's continuous enrollment begins with this signed Enrollment and Financial Terms and Conditions Agreement, and thereafter continues automatically through completion of grade 12 or, if necessary, until ACS receives official notice of withdrawal.
- I/We understand that the ACS Admissions Office must be notified by February 23rd each year of any changes in my plans of enrollment for my student.
- I/We understand that the Continuous Enrollment Fee will be billed to our FACTS account on February 1st of each year, and divided into three equal payments to be drafted on 3/5 (or 20), 4/5 (or 20), and 5/5 (or 20) to continue each subsequent year.
- I/We understand that if a family is not enrolled with FACTS Tuition Management, then the entire continuous enrollment fee per student is due by February 23rd of each year.
- I/We understand that families **NOT** planning to return to ACS must notify the School Office in writing by February 23rd of each year of their intent to **NOT** enroll for upcoming school year. Once written notification has been received of a family's intent to not return, the re-enrollment fee will be removed from their account.
- I/We understand that if notification of intent to **NOT** return is received after February 23rd of each year, the family will be contractual obligated to the entire enrollment fee per student for the coming school year.
- I/We understand that if a family's account is not current, they will not be automatically re-enrolled for the new school year. They will not be eligible to re-enroll until the account is brought to current and will go on a wait list for enrollment for the upcoming school year.
- I/We understand that the Continuous Enrollment Fee is non-refundable and non-transferable.
- I/We understand that if a family enrolled for the Upcoming School Year submits notice of withdrawal after:
 - **May 1st** -- They will be contractually obligated to an additional early withdrawal fee of \$100 per student.
 - **June 1st** -- They will be contractually obligated to an additional early withdrawal fee of \$125 per student.
 - **July 1st** -- They will be contractually obligated to 5% of their tuition for the **Upcoming** School Year.
 - **The 1st day of school**, they will be contractually obligated to pay all tuition through the end of the month of withdrawal as calculated based on a typical 10-month payment plan. In addition, a \$125.00/student early withdrawal fee will be assessed to their account.
- I/We understand that school records will not be released for any family with a balance due on their account. This includes any current school year fees, as well as, any fees for the upcoming school year.
- I/We understand that the continuous enrollment fee and early withdrawal fee may be waived under the following circumstances: (a) withdrawal of the student at the request of ACS, or (b) if there is some unforeseen circumstance that our Administration and Board of Directors approves.

By signing this, I/we hereby understand and agree to the terms of the Continuous Enrollment Contract.

Parent / Guardian Signature

Date

Parent / Guardian Signature

Date



Alamance Christian School Continuous Enrollment Overview

In an effort to make the re-enrollment process easier for our families, we are launching Continuous Enrollment to eliminate the need for families to re-enroll each year. Continuous Enrollment is a once-and-for-all process.

What is Re-enrollment?

Re-enrollment is an annual data collection process that schools use to update enrollment records of the current student body. This information is used as the school makes plans for the following school year. Basically, the simple question is: "Are you coming back to school next year?" For our leadership team at Alamance Christian School, we need to know how many students we will have on the first day of school.

Why does re-enrollment matter? And why do we go through this every year?

Alamance Christian School leadership does a lot of planning to ensure that we are prepared to fulfill our mission every year. Until ACS families "sign on the line" that they are returning each year, we can't make solid plans for staffing, programs, materials, curriculum and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

Can't I just stay at ACS until I notify the school otherwise?

Up until this point, re-enrollment has been an "opt-in" program. We would annually ask every family, "Are you returning?" In a sense, we have been penalizing the vast majority of families by forcing you all to go through this process every year. Last year, for instance, we retained 86% of our student body. So EVERYONE had to go through re-enrollment for the sake of the 14% that, for one reason or another, left our school community.

Rather than an opt-IN annual re-enrollment process, ACS's annual re-enrollment will become an opt-OUT process.

So after this year, what will the "Re-enrollment season look like?

The typical re-enrollment season in February will simply be a communication reminder from the School Office informing the families that might be thinking about leaving our school to notify us prior to mid-February. If last year is any indication, this means that 86+% of ACS families will have the convenience of ignoring this message and doing absolutely nothing!

What will Continuous Enrollment look like?

Please see Continuous Enrollment Contract.

What if I decide later that my children will not be returning?

Please see Continuous Enrollment Contract.

But what about unique circumstances? I plan to keep my children at ACS, but what if God has other plans?

For major life changes/unique circumstances, or if a student withdraws at the request of ACS, or if there is some unforeseen circumstance that our Administration and Board approves, there will be no financial penalty.

When will this take place?

Continuous Enrollment will start on February 1 each year. A continuous enrollment fee of \$225 per child will be posted to your account. For FACTS payers, the fee will be divided into three equal payments to be drafted from your FACTS account on March 5 (or 20), April 5 (or 20), and May 5 (or 20). We look forward to serving ACS families in this way and making the process even more convenient!

OK. Great! How do I sign up for this?

If your plans are to return to ACS, just sign the continuous enrollment contract and return it to the school office. If your plans are not to return, you have until February 23rd to submit written notice to the school office to avoid any fees. Please refer to the Continuous Enrollment Contract for additional information.