

# Mission Academy Enrollment Agreement 2023/2024

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of birth: \_\_\_\_\_

Current school (if any): \_\_\_\_\_

Current grade or last grade completed: \_\_\_\_\_

Describe your child's strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any learning difficulties that your child experiences: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does your child learn best? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother's name: \_\_\_\_\_

Phone number: \_\_\_\_\_. Email address: \_\_\_\_\_

Father's name: \_\_\_\_\_

Phone number: \_\_\_\_\_. Email address: \_\_\_\_\_

Are you currently a member of a church? \_\_\_\_\_ No \_\_\_\_\_ Yes

Where? \_\_\_\_\_

Emergency Contact: In the event of an emergency and you cannot be reached, who should we contact?

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_. Relationship: \_\_\_\_\_

Please list any allergies and/or medical conditions that your child has:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM INFORMATION:

Check one: \_\_\_\_\_ Full-time      \_\_\_\_\_ Friday only

TUITION:

The total cost for the program:

Tuition	\$8,500
Sibling tuition	\$7,500
Enrollment Fee	\$250
Supply fee	\$500 / \$750 for grades 9-11

TUITION PAYMENTS:

These options are available to all students at Mission Academy.

1. A payment of \$250 per student is due with signing of the enrollment agreement and will secure a spot for the student(s).
2. Balance of tuition options:
  - A. Full tuition is due on July 15th or within 5 days of enrollment if after that date. Payments made by credit or debit card are subject to a 3.5% processing fee.
  - B. Families may make 12 monthly payments on the fifteenth day of each month. The first tuition payment is due on May 15th and the last payment will be due on April 15th. Students who enroll after May 15th will split the balance of tuition into equal payments from the enrollment date until April.
3. A late fee of \$35 is due when tuition is not received by the 19th of the month unless prior arrangements have been made. Tuition payments that are 30 or more days past due will be classified as non-payment and students will not be able to attend until tuition is brought current.

CANCELLATION AND REFUND POLICY:

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an

enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the enrollment fee of \$250 per student.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the parents/legal guardians on file.
  - B. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 days. Tuition will not be refunded for students who fail to attend for 30 days. Any monies past due must be paid in full before records/transcripts will be released.
  - C. All refunds will be issued within 30 days of the determination of the withdrawal date.
  - D. In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. The School reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Student Enrollment Agreement, you are authorizing the School to withhold report cards and other records until tuition and other fees have been paid in full.
  - E. Students who withdraw during the school year are not eligible for re-admittance except under special circumstances and must be approved in writing by the Director.
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the enrollment fee of \$250 per student.
  - B. After the commencement of classes, students are expected to attend for the entire year. If a student withdraws to attend another local or online school or be homeschooled, there will be no refund of tuition. If the student is participating in a monthly payment option, tuition payments will continue to be paid according to the agreed upon schedule. In the case of job loss, serious illness, or a family move of more than 20 miles, the student will only be responsible for tuition for the months of attendance. A month of attendance is when a student was enrolled for 1

- or more school days during the month. The school must be notified promptly of the student's intention to withdraw. \_\_\_\_\_ Initials
- C. There will no refund of supply fees for students who withdraw.

THE PARENT/GUARDIAN UNDERSTANDS:

1. Mission Academy is a Christian school and will abide by the faith statement published in the Student Handbook and on the school website MissionAcademyGA.com.
2. Students are not required to sign a statement of faith, however, it is understood that the school will teach the Bible and Biblical beliefs such as, but not limited to, intelligent design, the young earth, the resurrection, and the life and works of Jesus Christ. Students will learn and recite scripture as part of the regular curriculum. It is not optional.
3. Students are expected to behave in an appropriate manner on school property. This includes speech to teachers, staff, and other students. Students with repeated issues of misbehavior are subject to disciplinary consequences including dismissal. In some cases, behavior outside of the school will affect the student's progress in school. Behaviors such as bullying, threats, hate speech, and lewd behavior are subject to discipline. In extreme cases, these behaviors can result in dismissal of the student.
4. The School reserves the right to discontinue the student's attendance for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules. In such cases, the student will only be billed for the months (or any part thereof) in which he/she was enrolled. Supply fees will not be refunded in the case of dismissal.
5. This document does not constitute a binding agreement until accepted in writing by all parties.

CONTRACT ACCEPTANCE:

We, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. We also understand that if we default upon this agreement, we will be responsible for payment of any collection fees or attorney fees incurred by Mission Academy, Inc.

Our signatures below signifies that we have read and understand all aspects of this agreement and do recognize our legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Stacey L. Rose, Director

\_\_\_\_\_  
Date