

**DAMIEN MEMORIAL SCHOOL
ENROLLMENT AND TUITION CONTRACT
SCHOOL YEAR 2017 – 2018**

Student's Full Name _____ **Grade** _____

This document is a binding contract between Damien Memorial School and the undersigned adults regarding payment obligations and collection policies related to the above-named student.

1. I, the undersigned, agree to pay all tuition and fees for the above-named student for the 2017-2018 school year at Damien Memorial School. I understand that each of the undersigned is joint and severally responsible for *all* tuition and fees due to the School.
2. I have read all pages of this contract and I understand this contract obligates me to pay the full tuition and fees reflected in my Smart Tuition account on the dates when payments are due.
3. If my student no longer attends the School, whether the dismissal or withdrawal was imposed or voluntary, then I understand I must fulfill my obligation to pay all tuition and fees for the school year.

Smart Tuition Account:

4. I understand that the School requires enrollment and payment through the online tuition payment platform, Smart Tuition. I agree that, based on the payment plan I choose – either Plan A, Plan B or Plan C, my Smart Tuition account will reflect the schedule and dates of payments due to the School.
5. I understand that my Smart Tuition account will reflect all information for my tuition and fee payments, including but not limited to: tuition, school fees, scholarships, discounts and financial aid provided by the School, as well as third-party scholarships and aid applied to the account. I understand that I can access my Smart Tuition account at any time, which will detail my charges, scheduled payments and balance.
6. I understand that I must choose a payment plan that works for me in Smart Tuition, either Plan A, Plan B or Plan C as summarized below. I understand that a statement will be sent to me from Smart Tuition.

For each plan below, I understand that I must pay the registration fee, computer fee and, if applicable, summer school tuition by *April 20, 2017*.

Plan A, after the initial payment in April, allows me to pay remaining fees and tuition, at a discount of up to \$732, in a single payment by *July 20, 2017* and the cost of the Tuition Refund Plan (TRP) is *optional*.

TUITION REFUND PLAN ELECTION (for Plan A only)

- I do not wish to participate in the Tuition Refund Plan. I understand that with this option that I am waiving TRP and I am responsible for paying all tuition and fees, even if my student no longer attends the School.
- I do want to participate in the Tuition Refund Plan. I understand that the TRP charge will be accessed as a fee on my account.

Plan B, after the initial payment in April, allows me to pay the remaining fees and tuition in two equal installments by *July 20, 2017* and *November 20, 2017*.

Plan C, after the initial payment in April, allows me to pay remaining fees and tuition in eleven (11) installments due by *the 20th of each month from May 2017 to March 2018*. I understand that if I choose Plan C, which allows for monthly payments, such payments must be deducted automatically from my bank account through Smart Tuition.

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7. For all scholarships, discounts and financial aid provided by the School, I understand that the total award will be credited toward my student's account in accordance with the plan I choose and will only be applied toward tuition, not fees. If my student is dismissed or withdraws, I understand that any funds and aid provided by the School will cease immediately. I understand that the School further reserves the right to revoke, modify or suspend any assistance if my student is not in compliance with the student handbook.
8. I understand that it is my responsibility to review my Smart Tuition account for accuracy and to contact Smart Tuition and/or the Business Office immediately with any questions or disputes about payment obligations before the due date(s) set out in Smart Tuition.
9. I agree that I am required to be current with all payment obligations to the School. I understand that "current with my payment obligations" means that I have made all payments set out in my Smart Tuition account by the due dates in my account. **If I owe any other money to the School not reflected in my Smart Tuition account, then I must have a separate repayment agreement with the School and, in addition to the payments in Smart Tuition, I must make timely payments to repay the other money owed to be "current with my payment obligations."*

Consequences for Not Current Accounts – Exams, Grades, Suspensions and Transcripts:

10. If I am not current with my payments to the School, I understand that the School *may* take action involving my student *at any time*, including but not limited to: not allowing my student to take tests, receive grades nor have access to School personnel, databases and other resources; loss of school privileges, including extracurricular and athletic activities; and suspension of services.
11. I understand that if I am not current with my payment obligations to the School, upon these specific dates during the school year the School *will* take the following actions:
 - a. As of one week prior to the start of semester exams, I understand that my student will not be allowed to take semester exams nor receive grades for the semester unless and until I am current with my payment obligations to the School.
 - b. As of the last day before the Fall and Spring breaks, I understand that my student will not be allowed to participate in extracurricular activities, including athletics, including on weekends, nor attend classes following the break unless and until I am current with my payment obligations to the School.
 - c. As of the first day of Spring classes, I understand that my student will not be allowed to participate in extracurricular activities, including athletics, nor attend classes following the holiday break unless and until I am current with my payment obligations to the School.
12. If, while my student attends the School, I request a transcript or other school-related documents from the School, then the School will provide these documents when I am current on my payment obligations to the School.
13. If my student no longer attends the School, whether the dismissal or withdrawal was imposed or voluntary, then my student's diploma, transcript and other School-related documents and property will not be released unless or until the balance in my Smart Tuition account is *paid in full*.

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Consequences for Not Current Accounts – Late fees, Scholarships, Discounts and Financial Aid:

14. I understand that Smart Tuition applies late fees when I am not current with my payment obligations. I understand that fees for bad checks and automatic withdrawal (ACH) failures for insufficient funds will be applied to my account. For all payment plans, a \$40.00 per month late fee will be assessed to my Smart Tuition account each month that my account is not current. If a check is returned unpaid for any reason, my Smart Tuition account will be charged a \$30.00 return check fee. If an ACH payment fails, my Smart Tuition account will be charged a \$30.00 ACH failure fee. I agree that I am responsible for these fees if assessed to my account.
15. I understand that the School provides scholarships and financial assistance as part of its mission. I agree that I must be current with my payment obligations to the School as a condition of receiving scholarship funds, discounts or other financial assistance.
16. I understand that my student is not entitled to any scholarship, discount or financial aid provided by the School. If I am not current with my payments to the School, I understand that the School *may* revoke, modify or suspend any scholarship, discount or award of financial aid, including those already applied to my account for the current school year.
17. I understand that if I am not current with my payments to the School, the School *may* deny, modify or suspend any scholarship, discount or award of financial aid in future school years.

Tuition and fee payments are not refundable:

18. I understand and agree that my obligation to pay the tuition and fees for the full academic year is unconditional and not refundable.
- a. Prior to the first day of the school year:
- i. The registration fee and computer fee paid are not refundable.
 - ii. Summer school tuition paid is not refundable.
 - iii. Tuition paid, other than for summer school, is refundable.
 - iv. The comprehensive fee and surcharge fee paid are refundable.
 - v. If applicable, the graduation fee and Tuition Refund Plan paid are refundable.
- b. After the start of the first day of the school year, tuition and all fees paid will not be refunded regardless of whether the student's dismissal or withdrawal was imposed or voluntary.

Tuition Refund Plan:

19. I understand that participation in the Tuition Refund Plan is required unless: (a) the full year's tuition is paid by *July 20, 2017*, in which case participation in the Tuition Refund Plan is optional; or (b) satisfactory evidence of comparable coverage is presented.
20. I understand that the cost of this tuition protection is 1.7% of the annual tuition fee and a booklet describing details of the plan is available in the Business Office. I authorize the School to collect any claim payment to which I am entitled under the Tuition Refund Plan and first credit it to my account, then pay any excess

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balance to me. After any payment by the Tuition Refund Plan is credited to my account, I further agree to pay the School any remaining balance within 30 days after receipt of a final, itemized statement.

Collections and Miscellaneous:

21. If my account is past due and/or I am not maintaining communication with Smart Tuition and the Business Office at the School, I understand that the School may refer my account to a collection agency. In the event any legal action is taken, whether by court proceedings or otherwise to collect any sum or sums which may become due under the terms of this agreement, the signer(s) promise to pay, in addition to any amounts owed, all costs of collection, including reasonable attorney fees and other expenses incurred by Damien Memorial School.
22. I agree to indemnify the School for any property damage at the School caused by my student.
23. I understand that this contract may not be modified by any verbal statements or promises made by any employee of the School, unless authorized in writing by the President.

To reserve a place for the above-named student for the 2017-18 school year, return this Enrollment and Tuition Contract and Computer Use Agreement to the Business Office and pay the initial payment through Smart Tuition, by April 20, 2017. I agree to the above terms with my signature below:

Parent/Guardian:

_____	_____	_____
Print Name	Social Security Number	Relationship to Student
_____	_____	_____
Address	City/State/Zip code	Home Phone Number
_____	_____	_____
Employer Name	Business Phone Number	Cell Phone/Pager Number
X _____	_____	
Signature	Date	

Parent/Guardian:

_____	_____	_____
Print Name	Social Security Number	Relationship to Student
_____	_____	_____
Address	City/State/Zip code	Home Phone Number
_____	_____	_____
Employer Name	Business Phone Number	Cell Phone/Pager Number
X _____	_____	
Signature	Date	