

Continuous Enrollment Contract

At New Covenant Schools, we recognize the value of a sustained long-term partnership with families in the education of their children. In order to provide a seamless transition from year to year, New Covenant Schools offers the continuous enrollment contract. This process allows you the comfort of knowing that your child's seat is secure. From the time of admission, your child will be considered enrolled at New Covenant Schools through their high school graduation unless otherwise notified by the parent or guardian. New Covenant's annual re-enrollment is therefore an "opt-out" process. If you are not returning there will be a deadline for the "opt-out" option as described below.

Continuous Enrollment

Please take time to fully review this Continuous Enrollment Agreement (CEA), as an electronic signature will confirm your understanding that your student(s) will be continually enrolled at New Covenant Schools (NCS). **This contract applies to the first academic year of association with the school and will automatically renew for each successive academic year until your student has graduated from NCS.** This contract will be in force unless and until it is terminated by NCS at any time, or completion of the withdrawal procedure as outlined below.

Continuous Enrollment Fee

The Continuous Enrollment Fee (CEF) for the following academic year will be billed on February 1. If you withdraw prior to February 1, the CEF will not be billed. If you do not withdraw prior to February 1, the CEF for the following year will be due and payable and will not be waived. This fee will be published annually on the school website.

Tuition Payment Schedule

Tuition may be changed from time to time by New Covenant and is updated annually on the school website. The following plans for tuition and fee payment are available: monthly, quarterly and annually. A 2.5% carrying charge on the current year tuition charges will be assessed and payable in full at the beginning of the school year if the quarterly payment plan is selected. A 5% carrying charge will be assessed if the monthly payment plan is selected. In order to have tuition payments automatically deducted from your bank account or charged to a credit card, you will need to select your payment plan each year when you update your demographic information in FACTS after February 1. Please note that you may be charged up to 2.85% fee to pay with a credit card; however, you may have your tuition automatically debited from a bank account for no charge.

Late Fees

A finance charge of 1% per month will be assessed and owed if any payment is received after the 10th of the month for which payment is due.

Delinquent Accounts

If an account is in arrears (meaning not paid in full by the 10th of the month in which a payment is due) more than two times during the school year, then NCS may require that an automatic debit or credit be established for the payment of tuition.

If an account is delinquent from the previous school year, your child will not be assigned to a class, will not receive a schedule and not be allowed to participate in athletics until the account is current. Also, any account that is past due may be referred to an attorney for collection without further notice. You will be responsible for all expenses of collection including court costs, 1/3 (33 1/3%) attorney's fees and interest at the rate of 18% per annum on any unpaid balance.

Student/Parent Handbook

By electronically signing this contract, you agree to accept and, you and your child (children) agree to abide by, the rules and regulations of NCS as stated in the Student/Parent Handbook and any revisions made thereto. A copy of this handbook is located at newcovenantschools.org.

Withdrawal Policies

To withdraw your student at any time for the current or following school year, you must complete the Withdrawal Form available upon request in the school office. The "opt-out" period will be open until February 1 for the following school year with no financial penalty. In other words, after signing this contract, your child will be automatically enrolled at New Covenant until graduation unless you tell us otherwise. If you withdraw your child after the "opt-out" deadline but before April 1, then you will be responsible for 25% of tuition and fees for the following school year. If you withdraw after April 1 but before May 1, then you will be responsible for 50% of tuition and fees for the following school year. If you withdraw after May 1, then you will be responsible for 100% of tuition and fees for the following school year.

Continuous Enrollment Agreement Terms

- **We agree that the term of my student's continuous enrollment begins with this signed CEA and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the Withdrawal Form is completed and received by New Covenant.**
- **We understand that the CEF will be assessed after February 1 as specified above.**
- **We agree to keep our student's demographic information updated in Renweb.**
- **We agree to maintain a current FACTS agreement as specified above.**
- **We agree to the financial policies set forth in this agreement and acknowledge that we will review the Student/Parent Handbook each year for any changes to those policies and agree to abide by all rules and policies as set forth therein.**
- **We agree to fulfill all financial obligations promptly.**
- **My electronic signature signifies my understanding of and agreement to the terms of the CEA with New Covenant Schools.**