



## **Enrollment Terms and Conditions:**

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1. Enrollment of the above student does not become official and is not binding on Legacy Christian Academy (the school) until parent/guardian completes the Online Enrollment and pays the Enrollment Fee in full.
2. Amounts paid as Enrollment Fees will not be accepted as such if a balance exists in the student's account. In such a case, the amount will be applied to the balance.
3. All families are expected to make tuition payments in one of three manners and the tuition amount varies with each method of payment:
4. Full Payment of the entire tuition amount is paid directly to the school on or before August 1 for the upcoming school year.
  - Semester Payments are paid one-half (1/2) of the tuition balance by August 1 for the upcoming school year. The remaining one-half (1/2) of the tuition balance is due by December 1. Payments should be made directly to the school.
  - Monthly payments are made in ten (10) monthly installments (August-May). This method requires the family to enroll with FACTS, the tuition collection service chosen by the school. The payments will be collected through automatic bank drafts and parents are responsible for the FACTS Annual Fee. Enroll at <https://online.factsmgt.com/signin/4J2GV>.
5. Tuition includes costs such as tuition, selected social activities, use of school books and technology.
6. **Late payments:**
  - It is the family's responsibility to inform the school of situations which arise which may affect their ability to meet tuition payments or the payment schedule.
  - If full tuition payment is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.
  - Monthly payments which are missed will incur a missed payment fee collected by the tuition collection company and may also incur a fee from the family's banking institution. The student(s) from a family who miss two monthly payments and has not made acceptable arrangements with the business manager within fourteen (14) calendar days of the second missed payment will be suspended from school attendance.
  - A \$30 fee will be charged by FACTS if a payment is returned as insufficient. Late charges may also be applied to past due accounts by the Legacy Business Office.
  - If tuition is delinquent before school begins the student will not be admitted until amount due payment is made. Do not embarrass your student by having to hold them out of class.
  - If tuition is delinquent prior to semester exams, the student will not be allowed to take semester exams, will be given a grade of "Incomplete" on the report card, and will not be admitted the next semester.
  - If semester payment due on December 1 is delinquent, the student will not be admitted beginning the first school day in January.
  - If tuition is delinquent as spring break begins, the student will not be admitted beginning the first school day after spring break.

- All tuition from previous years must be paid in full by August 1 for the student to be readmitted for the next school year.
  - If a student's account is delinquent, the student's records/transcripts will not be released to another school/college until such time that the delinquency is resolved.
  - Seniors will be allowed to participate in graduation when all financial responsibilities are paid in full and confirmed/acknowledged by the business office.
  - During the course of the school year, the School may change or amend the Family Handbook and this contract includes any such changes.
7. **Proration for Early Withdrawal.** When Legacy admits a student, it dedicates the personnel and resources for that student for the entire year. **This requires that the enrollment and tuition contract that covers the entire school year be honored by the family of our students.** Legacy reserves the right, in its sole discretion, to provide prorated refunds based upon events beyond the control of families. Disciplinary problems that result in expulsion are not considered beyond the control of families and, in such events, refunds will not be issued for such expulsion or withdrawal of the student.
8. **Behavioral Breach of Enrollment Contract:** The School may, in its sole discretion and/or pursuant to its established procedures, dismiss, suspend, or refuse to re-enroll the student at any time because of the student's failure to conform to the various rules, regulations, policies and standards of academic and social behavior as established by the School. Since such behavior may be considered a breach of this enrollment contract, the student may be dismissed, suspended, or denied re-enrollment. If the student is expelled or withdraws due to behavior issues, tuition and fees are not refundable.
9. **Conflict Resolution:** "The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at from the school offices or downloadable at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. Each party also agrees to waive any right of recovery of attorney fees and litigation expenses regardless of outcome."