



# GRACE LUTHERAN SCHOOLS

## EARLY CHILDHOOD – ELEMENTARY – MIDDLE SCHOOL – HIGH SCHOOL 2020-2021 TUITION CONTRACT AGREEMENT

### NEW STUDENT APPLICATION

Office Use Only
Expected Start Date _____

If you are enrolling more than two students, please use a second form.

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

Please choose from the following grade-level options:

- Full-Time     PK2     PK3     PK4  
 Part-Time PK3 (T/Th)     AM --or-- PK4 (M/W/F)     AM     PM     No Preference  
 Kindergarten Only     AM     PM     No Preference  
 Kindergarten w/Extended Care     AM     PM     No Preference  
 Grade \_\_\_\_\_ (please indicate grade 1<sup>st</sup> thru 12<sup>th</sup>)  
 Extended Care 1<sup>st</sup> thru 5<sup>th</sup> – please check     Full-Time     Part-Time

Summercare 2020 (PK2-5<sup>th</sup>) Grade \_\_\_\_\_ (Entering in Fall)

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

Please choose from the following grade-level options:

- Full-Time     PK2     PK3     PK4  
 Part-Time PK3 (T/Th)     AM --or-- PK4 (M/W/F)     AM     PM     No Preference  
 Kindergarten Only     AM     PM     No Preference  
 Kindergarten w/Extended Care     AM     PM     No Preference  
 Grade \_\_\_\_\_ (please indicate grade 1<sup>st</sup> thru 12<sup>th</sup>)  
 Extended Care 1<sup>st</sup> thru 5<sup>th</sup> – please check     Full-Time     Part-Time

SummerCare 2020 (PK2-5<sup>th</sup>) Grade \_\_\_\_\_ (Entering in Fall)

*We will do our best to honor your AM or PM request, but it is not always possible to meet everyone's preference.  
Refunds are not given if a child is offered placement in either class.*

### Terms of your School Year Tuition Contract Agreement

                   **TUITION:** Rates for the 2020-2021 school year will be announced in April and are guaranteed not to exceed a 6% increase over 2019-2020 rates (please refer to letter enclosed with this contract). FACTS Tuition Management Services must be used and is the automated payment service provider for all monthly payments and unpaid incidentals. A 3% DISCOUNT will be applied to all accounts paid in full at the school office on or before May 31, 2020.

                   **SPLIT BILLING:** Split billing will require all parties to have a FACTS account. There is an additional yearly fee of \$50.00 for split billing. All parties involved in split billing must sign a tuition contract and are considered both jointly and individually fully responsible for all fees.

                   **EXCLUSION FROM CLASSES:** When tuition becomes 30 days past due, the school may elect to dis-enroll the child and hold diplomas, files, test results, or any other records and items until payment has been made in full.

                   **PAYMENT OF TUITION:** I understand that I am obligated to pay the full tuition for my student and that this obligation arises immediately upon notification that my student(s) has been accepted and enrolled/re-enrolled at GLS/GLHS. Withdrawal does not excuse payment unless one of the exceptions provided below under "WITHDRAWALS" is agreed to in writing by an authorized representative of GLS/GLHS.

                   **WITHDRAWALS:** Refunds are given if a family moves 50 additional miles from the school site from their present residence and shall be calculated based on the attended days. **Withdrawing families who do not meet the move requirement are obligated to immediately pay the balance of the tuition for the entire school year.** (In cases of job loss or tragedy, please contact the Executive Director so that support can be given, if financial need is determined.)

                   **LOST OR DAMAGED ITEMS:** Parents agree to pay for lost or damaged school property.

*My signature below indicates agreement and understanding of the contract and gives the school permission to bill my FACTS management account for registration with my March FACTS payment, and if applicable Summercare registration fee with my May FACTS payment, and tuition for the 2020-2021 school year, starting in June. I also agree that incidentals such as athletic fees or field trips may be billed to my FACTS account, if not paid by other means on or before the due date.*

Father/Guardian: \_\_\_\_\_  
(please print name)

Mother/Guardian: \_\_\_\_\_  
(please print name)

SS # \_\_\_\_\_

SS # \_\_\_\_\_

\_\_\_\_\_  
Father/Guardian Signature                      Date

\_\_\_\_\_  
Mother/Guardian Signature                      Date

**Confirmation of application will be made by email.  
Should you not receive this notification within 3 business days, please contact the school office.**