

**BROOKHAVEN ACADEMY
EDUCATIONAL FOUNDATION, INC.**

943 Brookway Blvd. Ext.
Brookhaven, MS 39601
Telephone: 601-833-4041

**ENROLLMENT CONTRACT
SCHOOL YEAR 2018-2019**

We, the undersigned parents and/or guardians, hereby make application for enrollment for the following student at Brookhaven Academy and agree to the terms and conditions of this contract.

STUDENT'S NAME: _____ **GENDER** _____ **GRADE IN 2018-2019** _____

MEMBERSHIP FEE: There is a non-refundable and non-transferable membership fee of \$750.00 per family to be paid before your student(s) can attend school at Brookhaven Academy. **(This is a one time fee.)**

FEE SCHEDULE

I. REGISTRATION FEE: The registration fee must be paid in full when registering for the 2018-2019 year.

If registered NO LATER THAN March 23, 2018: \$175 per FAMILY

Penalty for registration AFTER March 23, 2018 will result in an extra fee of \$100 per family

II. TECHNOLOGY FEE: 1 student--\$175/2 students--\$300/3+ students--\$375

The following financing plan is available for the Technology Fee:

- 1 student--\$20 per month for 12 months (June through May)
- 2 students--\$30 per month for 12 months (June through May)
- 3+students--\$40 per month for 12 months (June through May)

III. CAPITAL MAINTENANCE FEE: \$250.00 per FAMILY

The following financing plan is available for the Capital Maintenance Fee:

\$25 per month for 12 months (June through May)

IV. HEALTHCARE FEE: \$180.00 per FAMILY (\$20.00 per month for 12 months)

***All fees
(Membership, Registration, Technology, Capital Maintenance, and Healthcare)
are non-refundable.***

**TUITION SCHEDULE: 2018-2019 School Year (K3 – 12th)
*Monthly payments are made June to May of each school year***

Number of Students in Family	Adjusted Total Monthly Tuition	Total Annual Tuition
1 Student	\$420.00	\$5,040.00
2 Students	\$745.00	\$8,940.00
3 Students	\$1025.00	\$12,300.00
4 Students	\$1,305.00	\$15,660.00

Current Brookhaven Academy students registered by March 23, 2018 (contract and payment processed through RenWeb) will have priority in class placement. Students registered AFTER March 23, 2018 (current students and any new students) will be placed UNLESS the class has reached capacity. At that time, the student will be placed on a waiting list for the possibility of another class to form.

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TUITION: The annual tuition shall be paid according to one of the following payment plans.

1. Tuition Yearly Payment Plan – **** \$300.00 discount if tuition/fees are paid in full by June 1, 2018****
2. Tuition Semiannual Payment Plan – Two payments payable by June 1, 2018 and December 1, 2018
3. Tuition 12-Month Payment Plan – 12 consecutive monthly payments by Bank or Credit Card Draft beginning June 1, 2018.
4. Tuition 12-Month Payment Plan – 12 consecutive monthly payments by Cash/Check/Credit or Debit Card/RenWeb payment beginning June 1, 2018, due on the 1st and late after the 10th

PAYMENT POLICY: Payments are due on the 1st of each month.

1. Any account two months in arrears must be cleared by the 10th of the following month for the student to continue in school.
2. All accounts must be current for the student to begin classes at the start of either term or to take semester exams.
3. Any student having delinquent fees/tuition (**30 days past due**) will not be allowed to participate in extra-curricular activities (including athletics).

ADMINISTRATIVE CHARGE FOR LATE PAYMENTS: An administrative charge of \$30 per month per account will be assessed for any payment not received in the school office by the 10th day of the month it is due (or the last business day before a weekend or holiday on which the 10th falls). An additional \$30 per month per account administrative fee will be charged each month thereafter if the payment is not made by the 10th day of the month. A check returned for non-sufficient funds will be charged a \$35 fee.

GENERAL CONDITIONS:

1. The parents/guardians and the student agree to abide by all rules and regulations of the School, including payment of required fees, now in existence or hereafter adopted by the Board of Trustees, specifically those rules and regulations previously adopted by BAEF, Inc.
2. The parents/guardians of the student agree to pay any damages sustained by the School as a result of the actions of the student.
3. The parents/guardians and the student agree that all privileges of attendance may be withdrawn for any academic or disciplinary reason as determined by the School or for failure to pay any sum due under the terms of this contract.
4. This enrollment contract is conditional upon the student's satisfactory completion of all academic requirements for the grade in which the student is presently registered and also the student's compliance with the Student Handbook.
5. All students are governed by the drug testing policy and all other policies in the Student Handbook.
6. Parents/Guardians must have a membership in the BAEF, Inc.

WITHDRAWAL:

If a student is withdrawn from School for the 2018-2019 school year by May 31, 2018, the parents/guardians will be released from the obligation to pay the tuition required by this contract, but membership and fees will not be refunded. After May 31, 2018, the undersigned parents/guardians are liable for the payment of all enrollment fees and tuition under the terms of this contract.

Voluntary withdrawal of the student relieves the parents/guardians of their financial obligations under this contract on the following schedule:

- Withdrawal prior to June 1, 2018Full Release of Obligation
- Withdrawal June 1, 2018 until July 31, 2018.....Responsible for 25% Tuition
- Withdrawal August 1, 2018 until October 31, 2018Responsible for 50% Tuition
- Withdrawal November 1, 2018 until January 31, 2019.....Responsible for 75% Tuition
- Withdrawal after January 31, 2019 Responsible for 100% Tuition

When the School initiates withdrawal of the student, the Head of School will have sole discretion concerning any financial obligations of the parents/guardians.

RELEASE OF LIABILITY: While I expect School authorities to exercise reasonable precaution to avoid injury to students, I understand that the Board of Trustees of Brookhaven Academy Educational Foundation, Inc. and Brookhaven Academy, Inc., and of their agents or employees are not responsible for any injuries or damages sustained by my child as a result of or in any way connected with his/her participation in activities of the School. I agree that my child may participate in all activities of the School, unless the School is notified in writing.

PHOTOGRAPH RELEASE: The School has my permission for photographs of my student to appear in the School's publications, public relations material, and on the website.