

Dear Brookhaven Academy Parents,

It is now time to register for the 2010-2011 school year at Brookhaven Academy. You will find the revised Brookhaven Academy Enrollment/Admission/Transfer Policy and Enrollment Contract included with this letter.

A very important change that you will notice is that some fees for the 2010-2011 school year have been consolidated so that the Enrollment Fee (Registration), Technology Fee, Instructional Fee, and tuition will be included in one sum and divided into twelve (12) monthly payments. Please refer to the fee schedule of your enrollment contract. Fees not included in this consolidation (because these fees do not apply to every student each year) are the B.A. Membership Fee (one-time payment when enrolling), lunch money, extra-curricular fees (football, cheerleader, Honor Society, etc.), yearbook, and the optional items sold in B.A. fund-raising efforts.

A patron-friendly change has been made to the amount and payment of the Enrollment (Registration) Fee as well. The amount of the Enrollment Fee will be one-half ($\frac{1}{2}$) of the June 2010 tuition payment. If this fee is paid **on or before March 25, 2010**, when the June tuition payment is due, only the remaining half of that month's tuition will be owed. Please note: The Enrollment Fee for those who register **after March 25, 2010** will be the same as listed above, **BUT** when the June tuition payment is due, the **ENTIRE** monthly tuition amount will be owed. In short, those who register on or before March 25, 2010 will be paying half of their June tuition payment in advance to be used as their Enrollment Fee and will only owe the remaining half of June's tuition when the payment is due.

In order for Brookhaven Academy to maintain class sizes that facilitate and support the teaching and learning process, each class will have a limited number of available seats. **Current B.A. students registered by March 25, 2010 (contract and payment received) will have priority for class placement.** Students who register after March 25, 2010 (current students and any new students), will be placed on a "first come" basis based on class availability. The date and time of receipt of the enrollment contract will be used to determine the order of placement in a class. When a class reaches capacity, students will be placed on a waiting list for the possibility of another class to form. Please keep in mind that the budget and the hiring of teachers for the coming year are based on the number of students who have registered for that particular year. For Brookhaven Academy to continue to provide excellent instructors, it is vital that we know as soon as possible how many students for which to plan.

The future is bright at Brookhaven Academy! We appreciate your continued support and are looking forward to working with you in the coming years.

Sincerely,

Herbert Davis
B.A. Interim Headmaster

**BROOKHAVEN ACADEMY
EDUCATIONAL FOUNDATION, INC.**

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

**ENROLLMENT CONTRACT
SCHOOL YEAR 2010-2011**

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

STUDENT'S NAME: _____ **GENDER** _____ **GRADE IN 2010-2011** _____

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

ENROLLMENT FEE: ** Enrollment will begin March 1, 2010. Classes will have a *limited number of available students* to be enrolled. After a class has filled the allotted number of students, a waiting list will begin for another class to form. The enrollment fee will be one-half (1/2) of the June tuition for 2010. Enrollment after March 25, 2010, the enrollment fee will be as listed ***BUT*** the June 1, 2010 will be the ***entire*** monthly tuition amount.

1 student family	\$330.00 x 1/2=\$165.00 enrollment fee per family
2 student family	\$570.00 x 1/2=\$285.00 enrollment fee per family
3 student family	\$730.00 x 1/2=\$365.00 enrollment fee per family
4 student family	\$890.00 x 1/2=\$445.00 enrollment fee per family
5 student family	\$1,050.00 x 1/2=\$525.00 enrollment fee per family
6 student family	\$1,210.00 x 1/2=\$605.00 enrollment fee per family

Current Brookhaven Academy students registered BY March 25, 2010 (*contract and payment received*) will have priority in class placement. Students registered AFTER March 25, 2010 (*current students and any new students*) will be placed unless class has reached capacity. At that time, the student will be placed on a waiting list for the possibility of another class to form.

TUITION SCHEDULE: 2010-2011 School Year (K3 – 12th)—***Monthly payments are made June to May of each school year***

1 child	\$330 per month	\$ 3,960 per year
2 children	\$570 per month	\$ 6,840 per year
3 children	\$730 per month	\$ 8,760 per year
4 children	\$890 per month	\$ 10,680 per year
5 children	\$1,050 per month	\$ 12,600 per year
6 children	\$1,210 per month	\$ 14,520 per year
Additional children over 6 is an additional \$160 per child per month.		

** ***June 1, 2010*** tuition will be one-half (1/2) of the monthly scheduled tuition that was remaining from the initial enrollment paid. Beginning in July 2010, the monthly payments are due on the 1st and must be in full by the 10th of each month.

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

- _____ 1. Tuition Yearly Payment Plan – Payable by June 10, 2010.
- _____ 2. Tuition Semiannual Payment Plan – Two payments payable by June 10, 2010 and December 6, 2010.
- _____ 3. Tuition 12-Month Payment Plan – 12 consecutive monthly payments beginning June 1, 2010 and due by 10th of each month.
(Bank draft and credit card payments available)

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

- Any account two months in arrears must be cleared by the 15th of the following month for the student to continue in school.
- All accounts*** must be current for the student to begin classes at the start of either term or to take semester exams.
- 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 \$25 per month ***per student*** will be assessed for any payment not received in the School office by the 10th day of the month it is due. An additional \$25 per month per student 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 \$25 fee. Waiver of these charges is at the sole discretion of the Board of Trustees.

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FOR OFFICE USE ONLY

Membership Certificate # _____ Registration Fee Paid _____ New Student _____
Withdrawal Date _____ Comments: _____

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 2010-2011 school year by May 31, 2010, the parents/guardians will be released from the obligation to pay the tuition required by this contract, but enrollment fees will not be refunded. After May 31, 2010, the undersigned parents/guardians are liable for the payment of all enrollment fees and tuition under the terms of this contract. Any time a student withdraws from the School, the parent/guardian must notify the Headmaster in writing. Receipt of the written request constitutes official date of withdrawal.

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, 2010Full Release of Obligation
- Withdrawal June 1, 2010 until July 31, 2010Responsible for 25% Tuition
- Withdrawal August 1, 2010 until October 31, 2010Responsible for 50% Tuition
- Withdrawal November 1, 2010 until January 31, 2011.....Responsible for 75% Tuition
- Withdrawal after January 31, 2011Responsible for 100% Tuition

When the School initiates withdrawal of the student, the Board of Trustees 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.

My signature below indicates that I understand and agree to all of the above and agree to the policies and conditions stated.

Date: _____ School Year _____ - _____ New Enrollment ___ or Re-enrollment ___ Grade to Enter _____

Student's FULL NAME: _____ Preferred Name: _____ Religion _____

Father's Name: _____ Employer _____ Phone _____

Mother's Name: _____ Employer _____ Phone _____

Home Mailing Address: _____ Phone: _____ Cell# _____

City _____ State _____ Zip _____ Cell# _____

!!! E-Mail Address: _____ **!!!**

Age: _____ Gender: _____ Birth Date: ____/____/____ Certified Birth Certificate # _____ SS# _____

School Attended Last Year: _____ Address: _____

Circle Grades Previously Attended at Brookhaven Academy: NONE K3 K4 K5 1 2 3 4 5 6 7 8 9 10 11

Emergency Information (If parents can't be reached) Name _____ Phone _____

Other Children in Family (Names and Ages) _____

Signature (Parent or Guardian)

Date