

BROOKHAVEN ACADEMY EDUCATIONAL FOUNDATION, INC.

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

ENROLLMENT CONTRACT SCHOOL YEAR 2024-2025 (K3 – 12th)

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

REGISTRATION FEE: This non-refundable fee of **\$175 per family** must be paid in full when registering for the 2024-2025 year.

- For RETURNING STUDENTS:

Registration begins **February 1, 2024** and will end **February 15, 2024**.

Current Brookhaven Academy students and any new siblings registered by **February 15, 2024 (contract and registration payment processed through FACTS)** will have priority in class placement. Students registered **AFTER** this date 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.

Penalty for registration of returning students AFTER February 15, 2024 will result in an extra fee of \$100 per family

- For NEW STUDENTS: Registration begins **February 22, 2024**.

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

1. **Yearly Payment Plan**—1 payment by June 1, 2024
**** \$300.00 discount if tuition is paid in full by June 1, 2024****
2. **Semiannual Payment Plan**—2 payments payable by June 2024 and December 2024
3. **Monthly Payment Plan**—12 consecutive payments payable June 2024–May 2025.
4. **Bi-Monthly Payment Plan** – 2 Payments made each month payable June 2024-May 2025.

* Any change in payment schedules will be subject to a \$50 Change of Plan Convenience Fee.*

Cash / Check / FACTS payments are acceptable forms of payment.

Number of Students in Family	Total Annual Tuition	Adjusted Total Semi-Annual Tuition	Adjusted Total Monthly Tuition
1 Student	\$6,300.00	\$3,150.00	\$525.00
2 Students	\$10,968.00	\$5,484.00	\$914.00
3 Students	\$14,940.00	\$7,470.00	\$1,245.00
4 Students	\$18,600.00	\$9,300.00	\$1,550.00

A minimal annual increase may apply

PAYMENT POLICY: Payments are due on the 1st or 15th of each month.

1. Any account two months in arrears must be cleared by 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).

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ADMINISTRATIVE CHARGE FOR LATE PAYMENTS: An administrative charge of \$30 per month will be assessed for any payment not received online or in the school office by the due date of the Tuition Agreement/Invoice received. An additional \$30 per month administrative fee will be charged each month thereafter if the payment is not made. 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 2024-2025 school year by May 31, 2024, 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, 2024, 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, 2024Full Release of Obligation
- Withdrawal June 1, 2024 until July 31, 2024.....Responsible for 25% Tuition
- Withdrawal August 1, 2024 until October 31, 2024Responsible for 50% Tuition
- Withdrawal November 1, 2024 until January 31, 2025.....Responsible for 75% Tuition
- Withdrawal after January 31, 2025Responsible 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.