

BROOKHAVEN ACADEMY EDUCATIONAL FOUNDATION, INC.

2026-2027 Enrollment Contract (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 \$200.00 per family must be paid in full when registering for the 2026-2027 school year.

Returning Students

- Registration opens Monday, January 26, 2026, at 9:00 AM online through FACTS.
- Registration Fee increases to \$300.00 per family on Friday, February 6 at 3:00 PM.
- Current Brookhaven Academy students registered by Friday, February 6 at 3:00 PM (contract and registration payment processed through FACTS) will have priority in their next grade level. Students registered after this date can still enroll through FACTS unless that class has reached capacity. At that time, the student will be placed on a waiting list for the possibility of an opening in the future.

Siblings of Current Students

- Sibling Early Enrollment opens Monday, February 2, 2026 – Friday, February 6, 2026. “Sibling Early Enrollment” does not give a time of application priority to those who also apply during the “Sibling Early Enrollment.” Siblings can apply after “Sibling Early Enrollment” but will not get priority over those that apply during “Sibling Early Enrollment.” Brookhaven Academy reserves the right to select a student that best suits our mission.

New Families

- New Family Early Enrollment opens Thursday, February 19, 2026 – Friday, February 20, 2026. The New Family Early Enrollment process is not first-come, first-served. Submission time does not impact application priority. All applications received during the Early Enrollment window are reviewed together. Applications submitted after this period will be considered separately and without priority over Early Enrollment applicants. Brookhaven Academy reserves the right to select a student that best suits our mission.

Tuition Schedule The annual tuition shall be paid according to one of the following payment plans.

- Annual – One payment by June 1, 2026 * *\$300.00 discount if tuition is paid in full by June 1, 2026.* *
- Semi-Annual – Two payments by June 2026 and December 2026
- Monthly – Twelve consecutive payments June 2026 – May 2027
- Bi-Monthly – Two payments made each month June 2026 – May 2027

Number of Students in Family	Total Annual Tuition	Adjusted Total Semi-Annual Tuition	Adjusted Total Monthly Tuition
1 Student	\$6,552.00	\$3,276.00	\$546.00
2 Students	\$11,808.00	\$5,904.00	\$984.00
3 Students	\$16,068.00	\$8,034.00	\$1,339.00
4 Students	\$19,344.00	\$9,672.00	\$1,612.00

** A minimal annual increase may apply. **

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

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

Payment Policy * *Payments are due on the 1st or the 15th day of each month.* *

- Any account two months past due must be cleared by 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 extracurricular activities (including athletics).

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

- 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.
- The parents/guardians of the student agree to pay any damages sustained by the School as a result of the actions of the student.
- 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.
- 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.
- All students are governed by the drug testing policy and all other policies in the Student Handbook.
- Parents/Guardians must have a membership in the BAEF, Inc.

Withdrawal If a student is withdrawn from School for the 2025-2026 school year by May 31, 2025, 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, 2025, 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:

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| • Withdrawal prior to 6/1/26 | Full Release of Obligation |
| • Withdrawal between 6/1/26 – 7/31/26 | Responsible for 25% Tuition |
| • Withdrawal between 8/1/26 – 10/31/26 | Responsible for 50% Tuition |
| • Withdrawal between 11/1/26 – 1/31/27 | Responsible for 75% Tuition |
| • Withdrawal after 1/31/27 | 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.