

Continuous Enrollment Agreement Contract

Student Name(s):

First	Last	Grade Entering
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First	Last	Grade Entering
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First	Last	Grade Entering
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First	Last	Grade Entering
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Continuous Enrollment

To provide our families with a simplified enrollment process, students are continually enrolled from their initial enrollment into Epiphany Cathedral Catholic School until their graduation or the termination of this agreement by means of withdrawal from the school. Accordingly, the term of this agreement shall be in effect from the date of enrollment and shall renew automatically for each successive academic year until graduation from ECCS, unless this agreement is terminated by ECCS or written notice of termination from the parent/guardian is received by February 15th of each year. If a student(s) will not be returning the following school year, the parent/guardian assumes all responsibility for retrieving a Withdrawal form from the school office and submitting said form back to ECCS by February 15th of the current school year. If such notice is not received, the student will be considered enrolled for the following school year as of February 16th.

Tuition

Tuition for the following academic year will be published by the end of January of each year. Tuition shall be paid either in full, semi-annual, or in predetermined monthly increments. All tuition payments will be made through the FACTS management system. New parents/guardians will select a payment option in FACTS that will be rolled over each year, unless the Finance Office (masucci@ecstigers.com) is notified in writing that one of the other payment options is preferred. Currently enrolled families will continue the current payment option they chose in FACTS when they enrolled.

- I hereby opt into Continuous Enrollment. This means that my child(ren) will be returning to ECCS every year unless I notify the Enrollment Office in writing of an enrollment change (mitchell@ecstigers.com).

- I understand that my tuition preference selected below will apply to all years going forward until such time as I have notified ECCS of any changes or plans to withdraw my children. I also understand that the tuition amount may change each year.
- I understand that I have until February 15th every year to notify the Enrollment Office (mitchell@ecstigers.com) in writing of any changes in my plans of enrollment for my child(ren).
- I understand that I must be up to date with my current tuition payments and incidental billing for my child(ren) to be eligible for continuous enrollment.

Withdrawal

- If I withdraw my child(ren) on February 16th through April 30th, I understand that I will forfeit the \$300 Enrollment Deposit, per child. If I have not already paid the Enrollment Deposit, it will automatically be withdrawn from the account on file in my FACTS account within 14 business days of the submission of my child(ren)'s withdrawal paperwork.
- If I withdraw my child(ren) on or after May 1st, I understand that I will forfeit the \$300 Enrollment Deposit, per child, and I will still be responsible for paying, the \$500 comprehensive fee, per child. If I have not paid the Comprehensive Fee, when my student is withdrawn. I understand Epiphany will provide the final invoice via FACTSmgt.com, upon the submission of my child(ren)'s withdrawal paperwork. I agree to submit full payment within 30 days.
- If I withdraw my child(ren) between June 1st and August 1st, I understand that I will forfeit the \$300 Enrollment Fee and the \$500 Comprehensive Fee, in addition I will be charged a \$500 withdrawal fee, per child. I understand Epiphany will provide the final invoice via FACTSmgt.com, upon the submission of my child(ren)'s withdrawal paperwork. I agree to submit full payment within 30 days.
- If I withdraw my child(ren) between the first day of school and the first tuition payment (Aug), I understand that I will forfeit the \$300 Enrollment Fee and the \$500 Comprehensive Fee. I understand that I am responsible for 1/3 of the full tuition amount (includes revocation of any tuition assistance and/or scholarships). Epiphany will provide the final invoice via FACTSmgt.com. I agree to submit full payment within 60 days.
- If I withdraw my child(ren) between the first day of school and December 15th, I understand that I will forfeit the \$300 Enrollment Deposit, per child, and the \$500 comprehensive fee, per child. I understand that I am responsible for 1/2 of the full tuition amount (includes revocation of any tuition assistance and/ or scholarships) in addition to any material costs incurred (for example, but not limited to – Tiger Time fees, book fees, library books, technology, etc.). Epiphany will provide the final invoice via FACTSmgt.com. I agree to submit full payment within a reasonable agreed-upon time.

• If I withdraw my child(ren) after December 15th, I understand that I will forfeit the \$300 Enrollment Deposit, per child, and the \$500 comprehensive fee, per child. I understand that I am responsible for the full tuition amount (includes revocation of any tuition assistance and /or scholarships), in addition to any material costs incurred (for example, but not limited to – Tiger Time fees, book fees, library books, technology, etc.). Epiphany will provide the final invoice via FACTSmgt.com. I agree to submit full payment within a reasonable agreed-upon time.

Unique circumstances

Epiphany Cathedral Catholic School recognizes that a change in a family's plans, may be out of their control. For any unique circumstances, see below, families withdrawing after February 15th will be reviewed for exemption of Withdrawal penalties by Mrs. Loseto, the Enrollment Office, and the Finance Office.

1. Relocation 25+ miles away from Epiphany Cathedral Catholic School. Documentation of new address and job transfer are both required.
 2. Withdrawal at the request of Epiphany Cathedral Catholic School.
 3. Death of a student’s parent or court appointed legal guardian.
 4. A physician’s written determination that a student’s medical condition will no longer permit the student to attend the school.
- We agree to the missions, vision, and statement of faith of the school and agree to partner with ECCS in our child(ren)’s spiritual formation.
 - We agree to support the guidelines and policies of ECCS and have read and agree with the ECCS student/parent handbook (a digital copy of the handbook can be found at www.ecstigers.com Parent Life)
 - We agree to pray for ECCS: the leadership, staff, and students.

Parent/Guardian Signature(s)

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date