



# GLENFOREST SCHOOL

*A Positive Place to Learn*

## ENROLLMENT CONTRACT AND PAYMENT PLAN AGREEMENT 2017-2018

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I understand that before my child can be scheduled for classes, this Enrollment Contract and Payment Plan Agreement must be completed, signed, and submitted to the Business Office.

In consideration of acceptance of the Enrollment Contract and Payment Plan Agreement by Glenforest School, the undersigned agrees to pay the required tuition for his/her child, as specified in the 2017-2018 Tuition Schedule. The signed Enrollment Contract and Payment Plan Agreement is required to be submitted, received, and approved by the Head of School in order to enroll. Please return this contract to the Business Office on or before May 1, 2017. It will then be signed as accepted and a copy will be sent to the financially responsible parent or guardian.

Annual and semi-annual payments are to be submitted to: The Business Office, Glenforest School, 1041 Harbor Drive, West Columbia, SC 29169. Monthly payments and all additional charges (canteen, student activities, etc.) will be accepted through ACH bank drafts only from either a checking or a savings account. I understand that by signing this Enrollment Contract and Payment Plan Agreement, I am agreeing to accept the rules and regulations of Glenforest School. Furthermore, I agree to the policy of the school that no student's grades or transcripts will be released until the account has been paid in full.

I wish to pay my child's tuition according to the following Payment Plan:

- ( ) Annual one-time payment of \$\_\_\_\_\_.(will include a 3% deduction of tuition. This is due by July 15, 2017.
- ( ) Monthly Payments of \$\_\_\_\_\_ payable through ACH (12 payments beginning July 20, 2017 through June 20, 2018)

I agree that the tuition payment plan selected above must be made on or before the due dates or the student will not be allowed to attend classes until said monies are paid. Payments are due on the date specified on the tuition schedule and are past due thereafter. A late fee of \$35.00 will be charged if payment is not received within five days of h due date and an additional charge of \$10.00 per day will be charged on the sixth day after the due date until payment is received). Any modifications to the payment plans presented above must be by the Head of School.

I agree that invoices over ten days in arrears may be forwarded to an attorney or collection agency for collection. I agree to pay all reasonable attorney fees, court costs, and all additional expenses of collection, including the \$35.00 per month from the date due through the date of final collection.

I agree that enrollment may be cancelled by the parents or guardians in writing, without penalty, prior to June 1, 2017. The registration fee is not refunded. If enrollment is canceled after June 1, 2017, the financially responsible parents or guardians are obligated to pay the full annual charges. I understand that my obligation to pay tuition for the full academic year is unconditional and that after June 1, 2017 no portion of the paid tuition will be refunded in the event of absence, withdrawal, or dismissal from Glenforest School.

I agree that Glenforest School has the right to assess and prescribe the educational program for my child. I agree that Glenforest School reserves the right to suspend or dismiss any student whose behavior impedes the interest of the program or who is disruptive to the educational process of fellow students. I agree to release and hold harmless, Glenforest School or any of its agents and employees. I also agree to indemnify the school for damages by my child. I agree that no oral representations or warranties have been made by Glenforest School or any of its representatives to induce me to execute this Contract. I have read and understand all provisions of the Contract and hereby apply for admission of my child into the program for the above stated academic year. Upon acceptance of the Contract by the Head of School of Glenforest School, all provisions of this agreement are declared to be binding to both parties. This contract shall be interpreted in accordance with the laws of the State of South Carolina.

Financially Responsible Parent/s or Guardian/s:

\_\_\_\_\_

Name/s (Please Print)

DL# \_\_\_\_\_ Issuing State \_\_\_\_\_

Contact # \_\_\_\_\_

\_\_\_\_\_

Financially Responsible Party Signature Date

Accepted by Glenforest School:

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Head of School Signature

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