



# Bradshaw Christian School

**One form per family.** All siblings must be on one contract to receive multiple sibling rates.  
 All applicable fields are mandatory.  
 Enrollment is secured on a first-come, first-served fee paid basis.  
 You may either type in or hand-write information. Then print and return to BCS High School Office with your Registration fee.

## PRIVATE SATELLITE PROGRAM ENROLLMENT CONTRACT

20\_\_ /20\_\_

ADMIN USE ONLY			
RECEIVED BY:	<b>Registration Fee:</b>	<input type="checkbox"/> Emergency forms received	<input type="checkbox"/> Balance Checked Staff
Date:	<b>Total Fees Paid:</b>		
	<input type="checkbox"/> Cash:		
	<input type="checkbox"/> Check #		

PRIMARY Parent/Guardian			
NAME: LAST	FIRST	MIDDLE	
STREET ADDRESS:			
CITY	STATE	ZIP CODE	
EMAIL ADDRESS:			
HOME PHONE	CELL PHONE	WORK PHONE	
EMPLOYER	OCCUPATION		
MARITAL STATUS	RELATIONSHIP TO STUDENT(S)		
COMMUNICATION PREFERENCES: <i>Primary account holder will receive all school/student related communication.</i>			
Lives with student:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	
Language Preference	<input type="checkbox"/> English	<input type="checkbox"/> Other:	

ADDITIONAL Parent/Guardian			
NAME: LAST	FIRST	MIDDLE	
STREET ADDRESS:			
CITY	STATE	ZIP CODE	
EMAIL ADDRESS:			
HOME PHONE	CELL PHONE	WORK PHONE	
EMPLOYER	OCCUPATION		
MARITAL STATUS	RELATIONSHIP TO STUDENT(S)		
COMMUNICATION PREFERENCES: <i>Please send me all (check all that apply):</i>			
<input type="checkbox"/> Financial Statements <input type="checkbox"/> School/Student Related Communication			
Lives with student:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	
Language Preference	<input type="checkbox"/> English	<input type="checkbox"/> Other:	

PSP PAYMENT PLAN	
*Billed on a 10-month schedule beginning 08/01/19	
<b>Tuition*:</b>	
<input type="checkbox"/> 1 Student - \$650	<input type="checkbox"/> 4 Students - \$1175
<input type="checkbox"/> 2 Students - \$825	<input type="checkbox"/> 5 Students - \$1350
<input type="checkbox"/> 3 Students - \$1000	<input type="checkbox"/> 6 Students - \$1525
<i>HS Surcharge billed 10 monthly payment beginning 8/1/19 = \$200</i>	
Please note accounts are subject to an additional \$50 for late monthly deliverables (work samples, lesson summaries, grades)	
<b>On-Campus (Hybrid Students):</b>	
<input type="checkbox"/> 1 Class - \$1500	<input type="checkbox"/> 3 Classes - \$4500
<input type="checkbox"/> 2 Classes - \$3000	<input type="checkbox"/> 4 Classes - \$6000**
(** Administration approval required)	
<b>PALS Requirement</b>	
If the student is taking 3 or more on campus classes parents are required to dedicate volunteer hours or make cash payment.	
<input type="checkbox"/> <b>Two Parent Family</b> (Step parent does apply) – 12.5 hours or \$125 per year	
<input type="checkbox"/> <b>One Parent Family</b> – 7.5 hours a year or \$75	

STUDENT INFORMATION								
Office Approval	LAST	FIRST	MIDDLE	Student New Returning	BIRTHDATE (D/M/YY)	GENDER	GRADE ENTERING	# of MS/HS On-Campus Classes
				<input type="checkbox"/> <input type="checkbox"/>				
				<input type="checkbox"/> <input type="checkbox"/>				
				<input type="checkbox"/> <input type="checkbox"/>				
				<input type="checkbox"/> <input type="checkbox"/>				

ADMIN USE ONLY			
Hybrid (Class) Charge Monthly	HS Surcharge Tuition Monthly	Registrati n/ Processin Fee	Total Monthly Tuition

I have read the commitments set forth in the contract provisions on the second page of this form and understand and agree to them, and further agree that I am personally responsible for all financial obligations incurred relative to this enrollment. I further agree to abide by all policies of Bradshaw Christian School, as stated in the handbook.

Signature of Parent/Guardian Responsible to Pay \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian Responsible to Pay \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**For Business Office Use**

Total:

## Contract Provisions

1. **Payments** are due on the 1st of each month and are late after the 10th of each month, whether or not a statement is received. Statements are emailed monthly to the primary communication email entered on the enrollment contract. A \$25.00 late fee will be assessed to accounts not paid in full. No other monthly payment option is available.
  - **K-12 Annual Tuition and Growth Fee** payments are divided into 10 equal payments and are billed on a monthly basis beginning **August 1st** and ends **May 1<sup>st</sup>**.
  - **Preschool tuition** is a year-round program billed on a monthly basis. Annual preschool tuition is divided into twelve equal monthly payments; the current rate reflects holidays, in-service days and days that the school is closed.
2. **Daycare:** BCS offers daycare for grades K-8<sup>th</sup> from 6:30-8:30am and 3:00-6:00pm. Any K-8<sup>th</sup> grade student on campus before 8:00am or after 3:10pm will automatically be signed into daycare for their safety and protection.
  - Daycare is available for a yearly fee and is divided into 9 monthly payments beginning on September 1st and must be paid in full by May 1st.
  - **Occasional Use:** Students who are not enrolled in the daycare program will be charged per child per day that the daycare is used.
  - **K-8 Special Daycare:** When school is not in session (not including holidays), special daycare is available for an additional fee per day per student.
  - **Change of Daycare Contract:** Notification of changes or withdrawal from the daycare program must be made 2 weeks in advance. A fee will be charged per contract change per student.
3. **Late Enrollment:** Any K-12 student enrolling on the 1<sup>st</sup>-15<sup>th</sup> of any month will be required to pay the full month's tuition at the start. Those enrolling after the 15<sup>th</sup> of the month will be required to pay one-half month's tuition. Preschool students enrolling mid-month will have their tuition pro-rated.
4. **Fees and Charges**
  - **Late Payments:** A \$25.00 late fee will be added to any account which is not paid in full by the 10<sup>th</sup> of each month, **whether you receive a statement or not.**
  - **Returned Checks:** A \$25.00 charge will be added to any account for each check returned by the bank for any reason. Repayment of the returned check(s) must be made by cash, cashier's check or money order. Upon receipt of 2 or more returned checks, payment by check will no longer be accepted for the remainder of the school year.
  - **Late PSP Paperwork:** Person responsible for account is subject to a \$50 late fee added to account if monthly PSP deliverables (work samples, lesson summaries, grades) are late.
  - **Late Pickup:** All students picked up after 6:00pm will be assessed a late fee of \$1.00 per minute. Half and Modified Day Preschool students picked up after their program end time will also be assessed an additional hour or extended day rate.
5. **Withdraw from School:** If it becomes necessary to withdraw a student from our program, **a two week written notice is required** and a parent must complete a withdrawal form as well as have a current tuition account. Release from any K-12 contract requires board approval, a fee of \$150.00. **Preschool:** Should you choose at any time withdraw from the Preschool program for any length of time, a child from our waiting list will be given the opportunity to take the opening.
6. **Tuition Policies**
  - If tuition account is not paid in full by the end of the month, you will be contacted with the following options: 1) bring the account current; 2) make arrangements in writing with the Business office; or 3) withdraw child(ren). If these options are not followed, your child(ren) will not be allowed to continue attending until payment is made in full. In the event that an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection.
7. I give permission for my child(ren) to take part in all school activities including sports and school-sponsored trips away from the school premises. If it should become necessary for my child(ren) to receive medical treatment for any reason during any of these activities, I authorize school personnel to make arrangements for my child(ren) to receive medical care, including required transportation. I understand that my medical insurance acts in a primary position and I agree to bear all costs incurred. I hereby release Bradshaw Christian School and its staff from any liability related to personal damage or injury. Furthermore, I take full responsibility for my child(ren)'s actions and will pay for any damage caused by my child(ren).
  - All payments will be applied to the oldest balance.
  - Account must be paid in full for Enrollment to be permitted. Account balance and the first tuition payment must be received in order for a student to be permitted to attend the first day of school.
  - New student and registration fees are non-refundable.
8. The school has full authority to discipline my child(ren) in a reasonable manner, when necessary. I further agree to cooperate and discipline my child in the home as needed. If after reasonable effort has been made to discipline my child in a constructive framework based on biblical principles, and assist his/her academic adjustment, and he/she does not comply with the standards of the school, I agree to withdraw my child(ren) at the request of the school. Corporal punishment will not be practiced at Bradshaw Christian School
9. Bradshaw Christian School admits children of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarships or other school-administered programs.
10. **Mediation/Arbitration Agreement:** The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community, in conformity with the biblical injunction of 1 Corinthians 6:1-8. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically-based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their rights to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (if the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs and any other arbitration expenses.)
11. I agree to hold the school harmless for any and all errors or omissions in this contract. I have read the terms stated in this agreement and I affirm my support for all the school's policies.