

NDCS ENROLLMENT CONTRACT

FOR OFFICE USE ONLY: FAMILY NAME:

Student Enrollment Fee Paid: _____
Supply Fee Paid: _____
Mid-Year Supply Fee Paid: _____
Textbook Fee Paid (If Applicable): _____
Sibling Discount (If Applicable): _____
Payment Options:
Pay in Full Contracts: _____ Monthly Payments Only: (FACTS Fee) _____

FOR OFFICE USE ONLY

Nature Discovery Christian School agrees to enroll the Student(s) listed on the attached Tuition Contract for the _____ - _____ academic year subject to the conditions stated herein. In consideration of the acceptance of this enrollment by NDCS, the undersigned Parents/Guardians agree to these terms & conditions including payment of required tuition and fees as specified.

To lock-in enrollment and save spaces for your children, your account must be current and in good standing, and NDCS must receive this signed Application Contract, completed Tuition Contract, & applicable Fees.

1. We have carefully reviewed this Contract, Application, Mission Statement, and Statement of Faith and agree with each.

2. **Tuition, Fees & Payment Policy.** I/We understand and agree that I/we are responsible and obligated to pay for the full tuition and any applicable fees for the Student(s) for the above-listed academic year. I/We agree to the following payment policy:

- **All tuition and fees are due and payable as shown on the Tuition and Application Contract or otherwise and are nonrefundable.**
- **DELINQUENCIES:** If the tuition or other applicable fees are not paid within 10 days after due date, a \$30 NDCS late fee will automatically be due and payable and \$1/day thereafter (in addition to any FACTS fees that may apply). Delinquent accounts may result in (i) refused admittance to students until account is in good standing or (ii) dismissal. Dismissal for nonpayment does not waive or cancel the terms hereunder, including obligation to pay tuition. Student(s)' grades, testing results, transcripts or other school records will not be released to the family or any other party until such account is paid in full (via cashier's check or money order). A \$25 service fee will be assessed for any insufficient check returned to NDCS.
- Fees not included in tuition and due and payable separate from tuition, as applicable: enrollment fee, supply fee, & mid-year supply fee (all non-refundable), textbook/workbook fee, tardy/late pickup, lost/damaged items, special electives (e.g. karate, piano, voice, ballet, guitar, sports, etc.), or other special fees & charges.
- For Students attending NDCS Scholastic Summer Camp: the Summer Camp enrollment fee does not apply to currently enrolled families but must be paid and is non-refundable for new families. Summer Camp tuition is based on the child's attendance schedule and is flexible.
- Any amounts paid toward tuition, including deposits, or fees paid prior to a withdrawal or dismissal date will not be refunded.

3. **Payment Options.** NDCS offers two options:

- **Monthly Payment Plan** (via FACTS Tuition Management Co.): Requires a NDCS nonrefundable FACTS fee per family enrolled and completed/signed FACTS form. FACTS charges an annual nonrefundable fee.

(INITIALS) **Re-enrolling families formerly on**

FACTS: We choose to continue to utilize FACTS for monthly tuition payments as shown on the attached

Tuition Worksheet and give NDCS permission to electronically authorize same.

(INITIALS) **First-time on FACTS (form required):**

We wish to utilize FACTS for monthly tuition payments as shown on the attached Tuition Contract and agree to return the FACTS Enrollment Form to NDCS within three (3) days after receipt.

- **Payment in full:** At time of contracting, a nonrefundable \$150 enrollment/supply fee per Pre-K/Kinder student and a non-refundable \$275 enrollment/supply/book fee per 1st - 8th grade student is due to secure the student's spot. A 5% discount will be given off the total tuition of any student(s) enrolled if the full tuition for the academic year is paid by September 10th.

4. **Fundraiser Participation.** In order to keep tuition more affordable, several fundraisers are scheduled throughout the academic year. Your help with any of these fundraisers is very much appreciated.

5. **Parent Partnership.** In order to keep tuition more affordable and promote parent involvement in school operations, NDCS operates a Parent Partnership Program where pre-approved adult members of a household can complete tasks for school needs.

• **Parent Partner Assignments:** If you have any special talents, abilities, skills, or expertise in an area, please let NDCS know so we can help you find a task/role that suits your schedule and skills. Parents are also highly encouraged to join our active PTO.

6. **Rules & Policies.**

• **Discipline:** NDCS staff has full discretion in applying appropriate discipline for Student(s) including termination or denying renewal of a Student's Enrollment Contract. NDCS reserves the right to adopt or modify policies and rules, from time to time, and all Student(s) and families shall comply fully with all policies and rules then in force as stated or amended.

• **Communication and Cooperation:**

- I/We agree that the success of our Student(s) depends in part on attending parent meetings & conferences and in keeping open communication with NDCS staff.
- **POLICIES:** I/We and our Student(s) agree to become familiar with the *NDCS Parent & Student Handbook* as it may be amended from time to time as well as other NDCS rules, policies and procedures and abide by those terms, obligations and requirements.
- We agree to assist the Student(s) in learning and advancing the educational process, in solving school-related problems, and in aiding teachers and staff in providing the Student(s) with an ethical and Christ-centered education. A positive and constructive working relationship and communication between Parents/Guardians and NDCS is essential to the accomplishing NDCS's mission. Accordingly, NDCS reserves the right to terminate or deny renewal of a Student(s) Enrollment Contract if NDCS believes the actions of a Parent/Guardian, other family members, or the Student(s) make such a positive and constructive relationship or communication impossible, does not comport with NDCS policies, or otherwise seriously interferes with accomplishing NDCS's educational purposes (including

➤ but not limited to failure to diligently complete school work and excessive absences).

• **Attendance & Tardies:** I/We will abide by the NDCS attendance/absence policy and ensure that the Student(s) regularly attends classes.

• **Pick-up:** I/We agree to promptly pick-up Student(s) or arrange for pick-up by an authorized party; late pick-ups are subject to applicable late fee. I/We agree to hold NDCS and its staff harmless in the event I/we fail to pick-up Student(s) prior to or at the close of the school day and NDCS is forced to make alternative arrangements on or off campus for the Student(s).

• **Policy on Nondiscrimination:** NDCS admits students of any gender, race, color, national & ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of gender, race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

7. **Change of Information.** I/We will promptly notify NDCS of any change in address, phone numbers, e-mail, medical or psychological condition, emergency contacts, authorized pick-up persons or other Enrollment Application information.

8. **Termination.** I/We agree that our on-going obligations under this Contract may be terminated by NDCS in its discretion only if: (a) If Student(s) withdraws prior to the first day of school; (b) a documented medical condition has occurred which prevents the Student(s) from attending school for longer than 30 consecutive school days; or (c) moves their residence beyond a reasonable commute to the campus. Tuition/fees paid to NDCS prior to said termination date are nonrefundable.

9. **Miscellaneous.** In the event of collection actions, the family agrees to pay costs and reasonable attorneys' fees.

10. **Grade Placement & Other Special Services.**

• **Existing Students:** Grade placement for existing students is dependent upon NDCS recommendations (e.g., promoted, retained, referred to special services). A Student may, at any time, be referred to special services - speech/language therapy or tutoring - on an as-needed basis. Parents will be notified in this event and agree to cooperate in the placement or referral requirements.

• **New Students:** I/We agree to provide prior school records, most recent assessments and diagnostics, birth certificate, special placement info, references, immunization records, and all other documents requested by NDCS.

NDCS and the Parent/Guardian of the Student(s) hereby agree to the terms herein on this ___ day of _____, _____.

STUDENT NAME: _____
Father _____ or _____ Guardian: _____

Mother _____ or _____ Guardian: _____

NDCS, _____ By: _____
_____ T i t l e : _____

NDCS ENROLLMENT INTRUCTIONS

1. Review the Tuition Contract.
2. Read attached Enrollment Contract; choose a Payment Option:
 - [Monthly Payment Plans for families previously on FACTS:](#) Renew electronically by initialing Contract & pay FACTS fee.
 - [Monthly Payment Plans for families new to FACTS:](#) Initiate by initialing Contract; then complete/sign the FACTS form.
 - [Pay in Full:](#) Non-refundable enrollment fee & supply fees and any applicable textbook fees are due with the contract. A 5% discount off the total tuition for the Student(s) will be given if fees and full tuition for the academic year are paid by September 10th.
 - A \$20/mo. processing fee will be added to the tuition if not enrolled in the FACTS program.
3. Sign where indicated.
4. Return Contract to NDCS.
5. [TO MANAGE YOUR FACTS ACCOUNT](#) go to this link: <https://online.factsmgt.com/signin/4JD8X>

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