



TLE Christian Academy, 2765 S Main Street, Kennesaw GA 30144; 770-218-1790

ENROLLMENT FORM

Parent / Legal Guardian

School Year: 2016-2017

I, as the Legal Guardian, hereby Enroll the following Child(ren) in TLE Christian Academy:

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____

Name: _____ DOB: _____ Grade: _____

Address: _____

City: _____ State: _____ Zip: _____ Home Phone#: _____

Contact Information

Main Contact(s):

First Name: _____ Cell: _____ Email: _____

First Name: _____ Cell: _____ Email: _____

Person financially responsible for child(ren) if other than above:

Name: _____ Cell: _____ Email: _____

Signature (Person Responsible for Payment): _____

Person responsible for behavior/discipline if other than above:

Name: _____ Cell: _____ Email: _____

Initials: _____



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FINANCIAL CONTRACT

School Year: 2016-2017

Student _____ Grade _____

TLE Christian Academy (the “School”) and the Parent(s) or Guardian(s) (the “Parent”) of the enrolling student (the “Student”) who is (are) identified in the Enrollment Form hereby enter into the Enrollment Contract for the school term 2016-2017 subject to the terms and condition outlined below. The School agrees to matriculate the Student in a program of academic instruction appropriate for the Student’s grade level, and the Parent agrees to pay the following tuition and fees. Each Parent/Guardian is jointly and severally responsible for the financial and other obligations of this Contract.

ONE TIME FEES:

- REGISTRATION FEE: \$250 (\$200 before July 1) Registration fee is non-refundable.
- ENTRANCE TESTING \$250 Required for new students only. Entrance testing fee is non-refundable.
- BOOK FEE: \$550 (\$500 before July 15) Book fee is non-refundable.
- PIE FEE \$50 PIE = Parents In Education due August 1, non-refundable

ANNUAL TUITION:

- Elementary School (Grades 1 – 5): \$6.900
- Middle School (Grades 6 – 8): \$8.850
- High School (Grades 9 – 12): \$10.100

INCIDENTALS:

Charges occurring during the school year will be handled as follows:

- **Uniform fees:** Families order them online, link on TLE Website; the uniforms are delivered to TLE Academy and the charges will be put on the family account.
- **Aftercare** is defined as any child not being picked up by 3.45 will be charged a fee. The fee structure is as follows: 3.45-5.00pm: \$10; 5.00-5.30pm: additional \$5; after 5.30pm the family is charged \$2/5 minutes. All charges are put on the account weekly.
- **Field trips, other family events** are charged to the account.

TUITION DISCOUNTS:

- **Multi-Child:** If Parent has multiple children enrolled in the School, multi-child discounts will be applied as follows. The child in the highest grade will receive no tuition discount. The child in the next lower grade will receive a 20% tuition discount. Third and subsequent children will receive a 50% tuition discount. Multi-child discounts are discounts for tuition only and are not applicable to any other fees.
- **Pastor:** If Parent is a full-time Senior Pastor his/her student(s) will receive a 20% tuition discount. Pastor discounts are discounts for tuition only and are not applicable to any other fees.
- **No Multiple Discounts:** If Parent is eligible for both Multi-Child Discount and Pastor Discount, only one discount may be applied.

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OTHER DISCOUNTS:

- **Parent workshop discount**
the school will offer five (5) parent workshops during the academic year. For each workshop a Parent attends, Parent will receive a \$60 tuition discount for each Student enrolled. Discount will be paid at the end of the workshop.
- **Financial aid**
a limited amount of financial aid is available for families that qualify. Please see the school administration for further information regarding the financial aid application and award process.

PAYMENT OPTIONS:

For the 2016-2017 school year, the School will have three tuition payment options available. These options are:

1. Pay the balance in **one full payment**, due no later than August 1. Parent will receive a 5% tuition discount. If paid before July 1 an additional 5% will be received.
2. Pay the balance in **two equal payments**, due August 1, 2016 and January 1, 2017.
3. Pay the balance in **ten equal payments** made each month from August 1, 2015 through May 1, 2016.

FINANCIAL TERMS AND CONDITIONS:

All families are to sign up for an account at **SMART TUITION MANAGEMENT**, who manages all payments and reminders/reporting. The moment the family is enrolled they will be reported to SMART who will send an email in which sign up information and other pertinent contact information is established. Certain fees apply for this service such as: initial fee of \$50, Late fee of \$40, and a returned check fee of \$40.

While tuition fees are paid as above, One-time-fees and all incidentals will be handled separately as agreed upon at the time of the cost occurred.

FINANCIAL OBLIGATIONS:

Since the School hires faculty, purchases supplies, and makes other financial commitments on an annual basis determined largely due the strength of enrollment contracts, any Student who withdraws prior to the end of the semester will be charged the tuition for the remainder of the semester.

The obligation to pay the fees for the semester as aforesaid shall constitute liquidated damages and not a penalty or forfeiture. School and Parent hereby agree that the actual damages for breach of the Enrollment Contract and Agreement are impossible to ascertain with certainty and that the amount described above is a reasonable estimate thereof. These rules, as governed by Board policy, apply regardless of the reason of cancellation, whether for absence, withdrawal, dismissal, or otherwise. Tuition payments are not prorated for illness or suspension. Any challenge of these rules should be expressed to the Board of Directors.

OUTSTANDING BALANCES:

Students with outstanding account balances at the end of each semester, see below, may not be considered to continue at TLE Academy, whether going into the second semester or re-enrollment to next year until all accounts are paid in full. In addition, the school reserves the right to withhold grades, diplomas, and transcripts until all accounts are paid. By signing this Enrollment Contract, Parent authorizes School to withhold report cards and other records until tuition and other School fees have been paid in full.

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GENERAL TERMS AND CONDITIONS

HOLD HARMLESS AGREEMENT

The Parent agrees that the Student may participate in all School activities in which the School permits the Student to participate, including classroom lectures, discussions, and other activities, sports and trips away from the School premises. It is understood that all activities of any nature carry certain elements of risk, many of which are not foreseeable. The possibility for injury, illness, or even death exists. By signing this contract, the Parent agrees not to hold the School, its officers, directors, agents or employees responsible or liable for, or to make or bring any claim, demand, or action on account of any damage to personal property, personal injury, or death which may result from or related to the Student's attendance at, participation in, and/or transportation to or from the School premises or any School activity, except to the extent arising from the school's gross negligence or willful misconduct.

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FINANCIAL AGREEMENT

School Year: 2016-2017

I hereby commit to pay the below one time fees and the annual tuition fee for the school year 2016-2017:

ONE TIME FEES:

- Registration: \$ 250 (\$200 prior to July 1); Assessment: \$ 250 (new enrollment only);
- Book fee: \$ 550 (500 prior to July 15); PIE membership fee: \$ 50.
- TOTAL One Time Fees: _____

TUITION FEES:

Annual tuition is for: Elementary: \$6.900; Middle: \$8.850; High: \$10.100

	Student 1	Student 2	Student 3
Name:
Tuition: \$.....	\$.....	\$.....	\$.....
<u>Adjustments:</u>			
- Multiple Children Discount	(20%)-\$.....	(50%)-\$.....	
- Senior Pastor (20%)	-\$.....	-\$.....	-\$.....
- SB10/IEP estimate	-\$.....	-\$.....	-\$.....
TOTAL TUITION	\$.....	\$.....	\$.....

Total Annual Tuition Fees:\$.....

Other Adjustments, \$.....

GRAND TOTAL ANNUAL TUITION FEES:\$.....

Note: further discounts: \$60/child and workshop (paid at the day of workshop); discounts if pay the tuition in full, see separate notice

INCIDENTALS:

These may/will occur all through the year like

- Uniforms: These will be ordered on-line (only), delivered to TLE Academy and the amount will be charged your account
- Aftercare: Your child is automatically moved to after-care at 3.45pm and stays there till 5.00pm for a total of \$10 per day. Between 5.00pm-5.30pm you are charged an additional \$5. After 5.30pm you are charged \$2 per 5 minutes. Total is charged your account on a weekly basis
- Field trips, additional book fees etc etc, agreed upon fees will be charged to your account.

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REPORTING AND PAYMENT ROUTINES:

You agree to set up an account at SMART TUITION (you will be notified from them how to sign up) who will assist you with all payment arrangements – one time fees, tuition, incidentals. Every quarter we will provide you with a summary of your tuition commitment, including the actual IEP amounts and any other discounts. You agree to have a zero balance by the end of the second and fourth quarter to have your student continue to third quarter/receive all reporting by 4th.

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Covenant – Parents *School Year: 2016-2017*

Educating our child(ren) is a serious undertaking, and in deciding to enroll our child(ren) at TLE Christian Academy we have done our due diligence in understanding TLE Academy’s values, beliefs, educational philosophy, student growth model, governance model as expressed in the Parent Student Handbook and on our website, specifically the “About Us” section on the “TLE Way”, ‘Educating”, “Leading”, and “Reconciling” pages.

We are committed to work in unity with TLE Academy staff to the equipping of our child(ren) for Life-Long Success.

We as parents will take our responsibility in this endeavor and:

- We will attend parent/teacher conferences when requested to do so.
- We will regularly monitor our child(ren)’s progress on the online student information system.
- We will pick up/or make arrangements to pick up our child(ren) from school at the end of the day or when requested to do so by TLE staff. We will pay any after care services that are used.
- We will attend all required parental orientations and parent meetings. This includes the yearly 5 Parent Workshops and the 4 Parent/PIE Meetings. We commit to be involved in a specific committee with the “Parents in Education”, because we understand that tuition rates do not cover the cost of operating the school and thus our participation is needed through other ways such as volunteer involvement, monetary gifting and regular prayer efforts for the benefit of our children.
- We recognize that times may come when the relationship between us and the staff or a parent may be strenuous, at which time we are committed to handling all problems appropriately:
 - i. Go to the person(s) most directly involved
 - ii. We agree to handle disagreements privately but maintaining peace publicly.

We also realize that this working relationship may run into an unexpected situation that cannot be resolved despite a mutual desire to do so therefore:

- If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of reconciliation are exhausted, we will withdraw our child(ren) from TLE Academy.

Parent/Legal Guardian Name: _____

Signature _____ Date _____

Initials:



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Covenant Student *School Year: 2016-2017*

Student's Last Name: _____ *First:* _____ *Middle:* _____

I desire to attend TLE Christian Academy or am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at TLE.

I understand that TLE Academy's teachers are united and committed with my parents to give me the training I need for a Life-Long Success. I will obey their decisions and promise to do all I can at TLE.

In order for me to be able to learn I expect the correct learning conditions. Here is a list of them, and the list is not complete. I want to be respected:

- By students, which means: no bullying, no name calling, no threats of any kind, no physical touch. Instead I want them to accept me and show me respect and encourage me when I do well.
- By teachers, which means: support and respect me, give me help when I need, try to take the time to teach me so I can understand, be available when I need

I agree to treat all the students at TLE Academy the same way as I expect to be treated. I further will do my very best to treat others outside TLE according to these principles.

I understand that because we are in such a small environment TLE Academy has some demands on all of us that makes the environment at TLE the best for all of us:

- No dating between students at TLE. If I would be involved in that I understand I will be expelled from TLE.
- I will obey what teachers and various student leaders say and not speak back to them or be rebellious. At the same time TLE promises to be willing to listen to what I have to say and not just disregard me.

I understand that that our highest desire, including myself, is for all of us to grow that is why we have the best at heart for one another.

I understand that willful disobedience of these principles may result in my dismissal from TLE Christian Academy.

_____ **Print Student's name**

_____ **Student's signature**

_____ **Date**

Initials: