

**ENROLLMENT CONTRACT FOR THE 2017-2018 ACADEMIC YEAR**

Student(s) Name: \_\_\_\_\_ Entering grade: \_\_\_\_\_

\_\_\_\_\_ Entering grade: \_\_\_\_\_

Tuition payment options, please select one:

\_\_\_\_\_ **Option 1** – Full Payment made directly to Presentation of Mary Academy by August 1, 2017.

\_\_\_\_\_ **Option 2 - Semi-**annual tuition payments due August 1, 2017 and January 2, 2018.

\_\_\_\_\_ **Option 3** – FACTS ten (10) monthly payments, starting in August. These payments will be made through Automatic Bank Payments (ACH). The fee to enroll in the monthly payment program will be \$43.00 per family.

**If you selected FACTS for the last school year for monthly payments, any changes to your personal information can be made on the FACTS E-Cashier website. Enrollment for new FACTS applications can be completed through E-Cashier on our website by selecting “Admissions” and then “tuition.”**

**I/We understand that the tuition policy of Presentation of Mary Academy is as follows:**

1. **This contract and the non-refundable Registration Fee of \$600.00 must be received by June 1, 2017** to secure your child’s place for the 2017-2018 academic year. The Registration Fee is paid directly to Presentation of Mary Academy and is deducted from the total tuition due.
2. Failure to pay the Registration Fee and return the Enrollment Contract places a student’s enrollment in jeopardy and the school assumes no responsibility to reserve a place for students enrolled after that date.
3. If tuition payments are not current, Presentation of Mary Academy reserves the right to not allow a student to attend class, take midterm or final exams, or receive a diploma until tuition payments are current.
4. If tuition is delinquent, Presentation of Mary Academy also reserves the right to refuse payment for special events, excursions, or extended field trips until the tuition is made current.
5. It is understood that, without limitation, students may be required to withdraw from the school because of a disregard for rules and regulations, violation of the law, personal maladjustment, prolonged academic deficiency, or a severe lack of parental cooperation.
6. Tuition refunds will be pro-rated for tuition that has been paid in full. No refund will be issued for a student leaving after March 1, 2018.
7. If a student withdraws, either voluntarily or involuntarily, and tuition is paid monthly, tuition for the current month in which the student withdraws will be required to be paid up until March 1<sup>st</sup>. After March 1<sup>st</sup> tuition is expected to be paid for the remainder of the school year, regardless of the reason for student’s departure.
8. Tuition policies are further outlined in the student handbook.

**The signature(s) of the parent(s) or guardian(s) who is/are financially responsible for student(s) named above is/are required.** I have read and understand the above enrollment contract in its entirety and sign this with full knowledge of its contents. I further acknowledge that this is a legal document governed by the laws of Massachusetts. **It requires an original signature and may not be altered in any way.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_