HIGHPOINT ACADEMY, INC.
2008-2009
AGREEMENT FORM

FOR OFFICE USE ONLY
*Student No.:*_____
*Date Rec'd:*_____
*Reg. Fee Paid: $*_____
*Ck.#:*_____ *Cash:*_____
Tested/Interviewed on: (date):
_____
*Processed by:*_____

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

Date of Birth:_____ **Age:**_____ **Sex:**_____ **School previously attended:**_____

Grade applying for: *(please check off one)*

____***Pre-School*** ☐ ***Toddlers (2 yrs.)*** ☐***Jr. Pre-Kinder. (3 yrs.)*** ☐ ***Pre-Kindergarten (4 yrs.)*** ☐***Kindergarten (5 yrs.)***

____***Elementary*** ☐***1st Gr.*** ☐ ***2nd Gr.*** ☐***3rd Gr.*** ☐***4th Gr*** ☐***5th Gr.***

____***Middle School*** ☐***6th Gr.*** ☐ ***7th Gr.*** ☐ ***8th Gr.***_____

Address:_____Home Phone: ( )_____
_____ Zip Code:_____
Mother's Name:_____Work Phone:_____Pager/Cell?_____
Father's Name:_____Work Phone:_____Pager/Cell?_____

TERMS OF AGREEMENT

1. **TUITION PAYMENT METHOD:** Annual tuition is based on a 10-month school year. It may be paid in the following manner:
   - **Monthly** *(10 payments due the 1st day of each month, from August thru May).*
   - **Quarterly** *(3 payments, in advance, due on August 1st, November 1st, & March 1st).*
   - **Annually** *(full tuition paid in advance ~ $100.00 discount).*

2. **DEDUCTIONS:** Absolutely **NO DEDUCTIONS** will be made for days, weeks or months absent from school. Vacations or long illnesses will not be deducted from Tuition. Tuition must be paid in order for student to maintain enrollment.

3. **REFUND POLICY: All payments made to the school are NON-REFUNDABLE.** Highpoint Academy, Inc. will not be required to refund any monies if, at any time, the student is expelled by the school administration or withdraws by choice.

4. **PENALTIES:** A **$30.00** late payment penalty will automatically be added when tuition is paid **on or after the 10th day of each month**. Students whose accounts are **15 days past due** will not be admitted in school until tuition is paid. If monthly tuition is not paid by the end of the month, student may be automatically suspended or expelled. *Account will be submitted to a collection agency. If applicable, Parents will be liable for all collections costs, including Attorney's fees and Court costs.* There is a **$35.00** penalty charge on all checks returned by the Bank.

5. **PAST DUE ACCOUNTS:** Progress Reports, Evaluations, Transcripts and Exams will NOT be issued to parents with past due Accounts. This includes amounts due for either Registration Fee, Tuition, late payment penalties or returned check penalties, late pick-up charges, extra-curricular activities fees or any fund-raising proceeds that are owed.

6. **DISCLAIMER:** Highpoint Academy, Inc., its Owners, Directors, Employees and/or volunteers will not be liable for any claims due to injuries, accidents or incidents suffered during school hours or while participating in any extra-curricular activities. The insurance benefits cover emergency treatment ONLY.

7. **ADDITIONAL FEES:** Extra-curricular classes such as Ballet, Piano, Karate, Modeling & Etiquette, Sewing & Needlepoint, Gymnastics, Cheerleading, Drama Club, Choir, French, Art and all Athletics dues are not included in the Tuition. These fees will vary and will be charged separately. All payments must be made payable to each individual Extra-Curricular Instructor or Coordinator.

8. **TRANSPORTATION:** Highpoint Academy, Inc. does not own any vehicles. Our transportation is sub-contracted. Therefore, individual arrangements must be made directly with any bus Driver/Owner as to fees, hours, etc. All payments are to be made directly to the bus Driver/Owner. Highpoint Academy is not liable for any accidents or incidents occurring while student is being transported to and from school or during a Field Trip or Extra-Curricular activity.

9. **HOURS OF SERVICE/LATE PICK UP FEES:** Our school is open at 7:00 a.m. and closes at 6:00 p.m. sharp. After 6:00 p.m., a late pick-up charge of **$3.50 for every 15 minutes**, or fraction thereof, must be paid directly to staff member assuming responsibility for your child after closing hours. These late pick-up charges also apply on Parent-Teacher Nights when our school closes at 3:00 p.m. sharp. NOTE: Report Cards will not be given to Parents if there are any outstanding late pick-up fees. **Our school will be CLOSED two weeks for Christmas vacation, one week for Spring Break and two days for Thanksgiving.**

10. **CLOSED-DOOR POLICY*:*** For the safety of all Highpoint students, parents are not allowed anywhere inside school campus or any school bus without first registering at the office and obtaining a "Visitor's Pass." All students must be dropped off and picked up at designated areas. Appointments must be requested in order for parents to speak with teachers. Teachers are not permitted to meet with parents at the school entrance, parking lot, hallways or in front of the classrooms.

ANNUAL TUITION RATES & FEES FOR 2008/2009 SCHOOL YEAR

GRADE LEVEL:	REGISTRATION FEE:	ANNUAL TUITION: (registering BEFORE 2/9/08)	ANNUAL TUITION: (registering AFTER 2/9/08)
Pre-School ~ (ages 2 to 5)	$250. (incl. Yearbk.)	$ 5,500.00 *	$ 5,800.00 *
Elementary ~ (grades 1 thru 5)	$350. (incl. Yearbk.)	$ 5,700.00	$ 6,000.00
Middle School ~ (grades 6 thru 8)	$450. (incl. Yearbk.)	$ 5,900.00	$ 6,200.00

- ***LUNCH FEE: * Included for Pre-School. $70.00 per month for Elementary and Middle School. Lunch may also be purchased daily for $4.00, or may brought from home.***
- *Before/After School Care Program is included in the Tuition only as a privilege to accommodate working parents. Students that fail to abide by ALL disciplinary policies will lose this privilege and must be picked up at 3:00 p.m. The School Administration has the full authority to make this decision at any time during the school year.*
- *Registration Fee includes full-color Yearbook and SAT (Standardized Test for Grades K to 8.)*
- *$200.00 per year discount for each additional child in family; (Brother/Sister relationship only).*
- *$50.00 per month additional charge for children not fully toilet trained.*
- *Per the Universal Pre-Kindergarten Law, a portion of the tuition for Pre-Kindergarten children (age 4 by Sept. 1st) will be paid by the State. Parents are responsible for the timely payment of the difference in tuition.*

CHECK-OFF PAYMENT SCHEDULE: **_____Monthly _____Quarterly _____Annually**

FINANCIAL AGREEMENT

The amount of $_____ is hereby paid for the **2008/2009 REGISTRATION FEE** which includes insurance coverage for EMERGENCY TREATMENT ONLY, not Liability. I understand that this fee is **NON-REFUNDABLE.** I hereby agree to pay the Annual Tuition amount of $_____ for the 2008/2009 school year, and hereby assume all financial responsibilities with regard to this obligation. I understand I will be responsible for all penalties and Attorney's Fees if this account is sent to collection. I understand that my child will be required to follow all the RULES & REGULATIONS of Highpoint Academy as stated in the published "HANDBOOK". I understand the school reserves the right to suspend or expel my child if my child uses iinappropriate language that threatens or abuses another child or if any part of these Rules & Regulations and/or this Agreement are not observed.

I UNDERSTAND THAT TUITION IS BASED ON A 10-MONTH SCHOOL YEAR AND THAT IF PAYING MONTHLY, PAYMENTS ARE DUE IN ADVANCE ON THE 1st DAY OF MONTH, STARTING IN AUGUST AND ENDING IN MAY OF EACH YEAR. I UNDERSTAND NO DEDUCTIONS WILL BE MADE AND NO MONIES WILL BE REFUNDED FOR ANY DAYS, WEEKS OR MONTHS MY CHILD IS ABSENT FROM SCHOOL. ALL PAYMENTS MADE ARE NON-REFUNDABLE. I also understand that I will be expected to cooperate with the PTO's numerous fund-raising events and that the only mandatory fund-raiser is the sale of chocolate bars, which are not returnable. *(Statements will NOT be sent home on the 1st day of each month. If paying by check, please deposit check in Reception box).*

I have already filled out the "REGISTRATION FORM" giving the school all the pertinent information regarding my child. I hereby authorize Highpoint Academy, it's Employees or volunteers to give First-Aid treatment to my child in case of an emergency. I hereby authorize my child to be transported by a sub-contracted bus/van to and from a Field Trip scheduled by my child's teacher. I further relieve Highpoint Academy, Inc., its Owners, Directors, employees and volunteers of any and all liability as to any type of accident or incident that my child may be involved in during these trips, or before, during and after school hours. I have been shown the entire school campus, including all Playground areas, and have found them to be safe and suitable for my child. I hereby give permission for my child's photo(s) to be published in the the school Yearbook, digital monitor, school website or any school brochure and/or school publication.

Pre-School Parents only: I have read and understood the Dept. of Children & Families booklet **"Know Your Child Care Center",** *(Form HRS 175-24, indicating all State licensing requirements and Standards).*

Date signed:_____ _____ - _____

Signature of Parent *(or Legal Guardian)* *Relationship*

Initials of HPA Administrator handling registration:_____