



2012-2013
AGREEMENT FORM
(for current Highpoint Students)

FOR OFFICE USE ONLY

Student No.: _____
 Date Rec'd: _____
 Reg. Fee Paid: \$ _____
 Ck.#: _____ Cash: _____ C.Card: _____
 Tested/Interviewed on: (date): _____
 Processed by: _____

Student's Name: _____

Date of Birth: _____ Age: _____ Sex: _____ Enrolled at Highpoint since: _____ (year)

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

- Pre-School
 Toddlers (2 yrs.)
 Jr. Pre-Kinder. (3 yrs.)
 VPre-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.

Primary Address: _____ Zip Code: _____

Mother's Name: _____ Home Phone: _____

Cell: _____ E-Mail: _____

Father's Name: _____ Home Phone: _____

Cell: _____ E-Mail: _____

Note: Please report all address and contact information changes at the Main Office immediately.

TERMS OF AGREEMENT

- 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).
- 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.
- 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.
- 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.
- 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.
- 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, while being transported to/from a campus or field trip or while participating in any extra-curricular activities. The insurance benefits cover emergency treatment **ONLY**.
- ADDITIONAL FEES:** Extra-curricular classes such as Ballet, Modeling & Etiquette, French, Choir, Cheerleading/Dance, Drama Club, Karate, Arts & Crafts, Scrapbooking and all Athletic 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.
- TRANSPORTATION:** Highpoint Academy, Inc. does not own any vehicles. All optional transportation is sub-contracted. Therefore, individual arrangements must be made directly with any bus Company with regard to fees, hours, etc. All payments are to be made directly to the bus Company. 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.

