



The Brook Hill School

Christ-Centered. College Prep.

CONTINUOUS ENROLLMENT CONTRACT

(one per student)

By signing the Continuous Enrollment (CE) Contract, Parents/Legal Guardians agree to the following:

- A. I hereby opt into Continuous Enrollment. This means I agree to the CE Policies and that my Brook Hill student will remain at THE BROOK HILL SCHOOL until graduation unless and until I tell the school and complete the withdrawal process.
- B. I understand that the terms and conditions included in the Contract of Enrollment, which is signed for the upcoming school year, also applies to all years moving forward.
- C. I understand that I have until March 1st every year to notify THE BROOK HILL SCHOOL of any changes in my plans for CE for my student.
- D. I understand that financial contracts signed for the upcoming school year will apply to all years going forward until I have notified THE BROOK HILL SCHOOL of any changes or my plans to withdraw my student.
- E. I understand that school records will not be released for any family with an outstanding balance. This includes any current school year fees, as well as, any fees for the upcoming school year.
- F. I understand if I do have an outstanding balance after May 25th then my student will not have a guaranteed seat for the successive school year.
- G. I understand that if a family enrolled for the upcoming school year submits withdrawal after March 1st of every school year, I/we will be contractually obligated to the following fees:
 - a. March 2nd-March 31st: \$600 per child
 - b. April 1st-April 30th: \$1,200 per child
 - c. May 1st-June 14th: \$2,400 per child
 - d. June 15th-1st day of school: Full Tuition
- H. Unique Circumstances:
 - a. THE BROOK HILL SCHOOL recognizes that family plans change. For the following circumstances, families withdrawing after March 1st will be exempt from financial penalties:
 - b. Educational needs for the student that can no longer be met at THE BROOK HILL SCHOOL for the following school year as determined by THE BROOK HILL SCHOOL Administration.
 - c. Withdrawal at the request of THE BROOK HILL SCHOOL for the following school year. If you are asked to part from THE BROOK HILL SCHOOL during an existing school year, you will be financially obligated to your financial contract.
 - d. Proof of relocation of 50 miles or more from family's current address
 - e. The family has completed the application for FACTS Financial Aid by the April 15th deadline, and it has been determined that the amount is not sufficient
- I. Parent understands and agrees that THE BROOK HILL SCHOOL may modify this agreement at any time. In such cases, when THE BROOK HILL SCHOOL has made a modification, THE BROOK HILL SCHOOL will notify parent by placing the updated version of the agreement with the effective date of the modification on THE BROOK HILL SCHOOL's website.
- J. I/we have carefully researched THE BROOK HILL SCHOOL's academic curriculum and understand its college preparatory purpose. By signing this contract, I/we agree to support THE BROOK HILL SCHOOL in encouraging the student to rise to their potential and to be successful in the college preparatory academic environment.
- K. THE BROOK HILL SCHOOL believes that a positive and constructive working relationship between THE BROOK HILL SCHOOL and a STUDENT'S PARENTS/GUARDIAN is essential to accomplish THE BROOK HILL SCHOOL'S educational mission. THE BROOK HILL SCHOOL reserves the right to suspend, dismiss and/or expel a student at any time if, at the sole discretion of the Head of School, that student's industry, progress, conduct, behavior, and/or influence on or off campus is/are not satisfactory or in keeping with THE BROOK HILL SCHOOL'S standards, policies, rules, or procedures. THE BROOK HILL SCHOOL accordingly reserves the right to terminate this enrollment contract at any time if, at the sole discretion of the Head of School, the actions of a PARENT OR GUARDIAN make such a positive and constructive relationship impossible or otherwise seriously interferes with THE BROOK HILL SCHOOL'S ability to accomplish its educational purposes. **There is no refund of paid tuition fees where such suspension, expulsion, termination, voluntary or school initiated withdrawal occurs; any unpaid balance is payable in full.**
- L. The administrators of THE BROOK HILL SCHOOL and the teachers serving under them shall have full discretion in the administration of appropriate discipline for the STUDENT. THE BROOK HILL SCHOOL reserves the right to adopt rules and regulations, from time to time, and all STUDENTS enrolled shall comply fully with the rules and regulations then in force as stated or amended. It is required that all PARENTS and STUDENTS comply with all of the applicable handbooks and/or guides of THE BROOK HILL SCHOOL.
- M. I/we agree to cooperate with the administration of THE BROOK HILL SCHOOL in seeing that the STUDENT attends classes regularly, is on THE BROOK HILL SCHOOL premises at the beginning of the school day, has transportation from THE BROOK HILL SCHOOL premises at the close of the school day, and in assisting the STUDENT to learn and advance in the educational process.
- N. By my signature below and as a condition of enrollment and/or continued enrollment, I acknowledge that I have reviewed, understand, accept, and will abide by the policies, rules, and procedures outlined in the applicable handbooks and/or guides of THE BROOK HILL SCHOOL including, but not limited to, the policies on searches of school and student property and student drug testing. As a condition of enrollment and/or continued enrollment, I consent to drug testing of my student by THE BROOK HILL SCHOOL through its chosen lab or partner.
- O. This agreement constitutes the sole and entire agreement of the parties with respects to the subject matter hereof, and supersedes any and all prior and contemporaneous agreements, promises, representations, negotiations, and understandings of the parties, whether written or oral. There are no agreements of any nature whatsoever between the parties except as expressly stated herein.