



The Brook Hill School

Christ-Centered. College Prep.

CONTINUOUS ENROLLMENT POLICIES

The Brook Hill School has adopted a Continuous Enrollment (CE) system whereby day students will be continuously enrolled at Brook Hill until graduation or until the withdrawal process has been completed. We are excited to provide a convenient and streamlined process for families that intend to stay at Brook Hill until graduation.

Each year, Brook Hill will publish the upcoming year's tuition, information regarding financial aid, and tuition insurance. By signing the Continuous Enrollment Contract, families agree to pay the annual tuition rate and Continuous Enrollment Fee for the upcoming school year.

The following are The Brook Hill School's Continuous Enrollment Policies:

- A. A CE Fee will be billed to your FACTS account each year. The CE Fee can be paid in full or over equal monthly FACTS payments by May 20th.
- B. All accounts must be current at the end of each year before a student is given his/her report card or permitted to begin the next school year.
 - The school reserves the right to require all accounts to be brought current for a student to continue to attend classes.
 - Any family with an outstanding balance after May 25th will not have a reserved seat for their student for the successive school year.
 - Student records, including report cards and transcripts, will be withheld if the families leaves the school owing tuition or any other fees. All checks must have cleared the school's account before transcripts or diplomas are released.
- C. Each student's information (address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in the student information system. Families must keep the student's information up to date. Brook Hill will help maintain the records by reminding parents to provide updated information, but each parent is ultimately responsible for the completeness and accuracy of this information.
- D. Brook Hill reserves the right to use the student's photo in publications, social media, and the website, unless the parents request otherwise.
- E. Brook Hill may discontinue the Continuous Enrollment system at any time and/or may require families to sign a new enrollment contract as a condition of continued enrollment.
- F. I am responsible for providing health insurance for the STUDENT while he/she is enrolled at THE BROOK HILL SCHOOL.
- G. Any transportation expenses, special activity fees, or other special fees and charges not included in the fees quoted must be paid for separately by me for such activities in which the STUDENT participates.

If you have any questions regarding CE contract and/or policies contact Madison Hanks at mhanks@brookhill.org