

2023-2024

PUNGO CHRISTIAN ACADEMY SCHOOL ENROLLMENT CONTRACT

The undersigned hereby submit the following children for enrollment in Pungo Christian Academy (sometimes hereinafter referred to as “School”) for the 2023-2024 academic year:

Name of Child: _____ Prospective Grade: _____

Name of Child: _____ Prospective Grade: _____

Name of Child: _____ Prospective Grade: _____

STATEMENT OF ADMISSIONS POLICY: Pungo Christian Academy seeks a student body representing diverse segments of the communities it serves, who are identified as academically capable of achieving success in a rigorous college preparatory program, who have exhibited high standards of behavior, motivation, and general character, and who will contribute to a positive school environment. Pungo Christian Academy has the right to reject or place students in the grade level or subjects adjudged most appropriate for the student’s education to best serve the students and the school. Pungo Christian Academy reserves the right to limit the number of students enrolled for any class or grade.

ENTRANCE EXAMINATION: Each child who applies for admission to Pungo Christian Academy may be subject to an entrance exam (or readiness test) designed by and administered by the Head of School and Faculty of the School. Such exam shall be designed to determine whether the child would be capable of maintaining the academic standards of the School and if so, at what grade level. Upon review of the examination results, and in conjunction with the interview of the child, the Head of School and any Faculty involved shall determine whether the child possess sufficient background, core knowledge, and academic skills to blend in with the Pungo Christian Academy student body and maintain the academic pace. If so, the Head of School and Faculty shall determine the grade level appropriate for the child. Their decision shall be final. The results of an entrance exam shall be good for up to one year.

PROBATIONARY PERIOD FOR NEW STUDENTS: All new students are placed on academic and social probation for the first six weeks the student attends the school. During the probationary period, if the Head of School determines that the school cannot meet the particular needs of the child or that the child cannot or has not adhered to the policies and protocols, academic or otherwise, the Head of School will discharge the child from the school and the undersigned will be released from the remaining portion of the Enrollment Contract that applies to the withdrawing child. However, all tuition payments paid or currently due shall be retained by the School. The New Family Fee, less \$250.00, shall be returned. Any delinquent tuition payment maybe deducted from the refund of the New Family Fee. At the end of the child’s probation all provisions of the enrollment contract become completely enforceable including full payment of the remaining portions of the New Family Fee and tuition for the entire year even if the parents or guardians of the child or the school later determine that the child cannot remain at the school for any reason. If the child is withdrawn for any reason other than the determination of the Head of School as described above, at any time, including during the probationary period, the entire amount due under this contract shall become immediately due and payable.

SCHOOL RULES: All children enrolled in the School, and their parents or guardians, shall read the Handbook and shall abide by all rules of the School. All children are subject to the disciplinary procedures deemed appropriate by the Head of School and those outlined in the Handbook.

ON-CAMPUS INSTRUCTION: To the extent practicable, the School intends to have in-person, in-class on campus instruction whenever possible. Should such instruction become impossible due to government regulation or otherwise, or, in the sole discretion of the Board of Directors of the School become impracticable, the undersigned acknowledge that the School will use its best efforts to continue instructing students, including the possibility of remote learning. Any amounts due under this contract, including the Busing fee as set out below, shall still be required and no refunds shall be given for any amounts already paid.

NEW FAMILY FEE: Each family shall pay a New Family Fee of \$500.00 if the parent or legal guardian has not previously had a child enrolled in the School. The fee may be paid in five installments. The first payment shall be due upon notification that a position is available for a child and the child is accepted to the school. The following four payments shall be made over the next four consecutive months. A \$100.00 discount will be applied to the fee if paid in a lump sum before the first day of school. Membership fee is waived for children whose parent or legal guardian is a graduate of Pungo Christian Academy.

---The undersigned agree to pay the New Family Fee as follows (check one):

- \$400.00 in full by the opening day of school
- \$500.00 in monthly installments payable August 1, 2023 through December 1, 2023
- I have previously paid the New Family Fee in Academic Year _____
- Parent or Legal Guardian is a graduate of Pungo Christian Academy in _____ (year)

TUITION PAYMENT SCHEDULE: Monthly payments are due on the **15th** of each month. Payments are considered past due if not received by the Twentieth of the month the payment is due. Payments not received by the Twentieth of the month the payment is due will be considered delinquent. Late payment penalties will be strictly enforced. **If the Monthly Payment option is selected, then the undersigned understands and agrees that payment shall be made by automatic bank draft and undersigned also agree to execute all related agreements necessary to make withdrawal by automatic bank draft.**

Pre-Kindergarten: Tuition may be paid in ten (10) equal monthly installments from August 1, 2023 to May 1, 2024, or by semester with half due August 1, 2023 and half due January 1, 2024, or in full on or before August 30, 2023.

Kindergarten through 12th Grade: Tuition may be paid in twelve (12) equal monthly installments from June 1, 2023 to May 1, 2024, or by semester with half due August 1, 2023 and half due January 1, 2024, or in full on or before August 30, 2023.

TUITION RATES: Tuition rates for the 2023-2024 academic year are as follows:

Five (5) day pre-kindergarten:

- Full Year: \$ 5,100.00
- By Semester: \$ 2,550.00 on August 1, 2023 and January 1, 2024
- By Month: \$ 510.00 each month payable August 1, 2023 through May 1, 2024

Three (3) day pre-kindergarten:

Full Year: \$ 3,900.00
By Semester: \$ 1,950.00 on August 1, 2023 and January 1, 2024
By Month: \$ 390.00 each month payable August 1, 2023 through May 1, 2024

Kindergarten through Fifth Grade:

Full Year: \$ 4,935.00
By Semester: \$ 2,467.50 on August 1, 2023 and January 1, 2024
By Month: \$ 411.25 each month payable June 1, 2023 through May 1, 2024

Sixth through Twelfth Grade:

Full Year: \$ 5,600.00
By Semester: \$ 2,800.00 on August 1, 2023 and January 1, 2024
By Month: \$ 466.67 each month payable June 1, 2023 through May 1, 2024

BUSING: The bus fee is \$945.00 per family for the 2023-2024 academic year. This amount may be paid at \$78.75 per month beginning June 2023 for K-12 students and at \$94.50 per month for Pre-K students beginning August 2023. This amount is due the same date that the monthly tuition payment is due. Should circumstances arise, including but not limited to government restrictions, which restricts the ability for children to be instructed on campus, then the Board of Directors of the School shall have the sole discretion to remit any bus fees.

ENROLLMENT FEE: A Pre-Registration enrollment fee in the amounts listed as follows are required and are necessary for the School to have an accurate assessment of students who have shown an intent to enroll for the upcoming academic year. The enrollment fees are in addition to any other tuition or fees due under this contract. The enrollment fees for the upcoming academic year are:

\$100.00 If paid by April 1st

\$150.00 After April 1st

\$200.00 After May 1st

\$250.00 After June 1st

\$300.00 After July 1st

These fees are non-refundable.

DISCOUNTS: Tuition fees paid in full by the first day of school will receive a 5% discount. Second child from a family enrolled will receive a \$400 discount on tuition. Third and subsequent children from a family enrolled will receive a 50% discount on tuition.

RETURNED CHECKS/ACH, LATE FEES AND COSTS OF COLLECTION: A fee of \$25.00 will be charged for all returned checks and ACH drafts. Any delinquent accounts not brought current by the last day of the month the amount is due may be forwarded to an attorney for collection without further notification to the undersigned. The costs of collection, including attorney fees at the rate of 15% of the outstanding debt due and court costs shall be added to the account. These provisions are in addition to any other rights and remedies of Pungo Christian Academy upon non-payment of amounts due, including disenrollment of any student whose account is delinquent in any way.

ACCEPTANCE: Students offered an immediate position must pay the first installment of the New Family Fee (if applicable), current tuition, book fee, and any other fees charged by the School prior to the students first full day of classes. Students offered a position for the following academic year must make the first installment of the New Family Fee (if applicable) prior to August 1 of the year the child will begin school. Tuition and other fees shall be paid as provided in this contract.

APPLICATION FOR RELEASE: The Board of Directors may grant a release upon application by the parents or legal guardian to the Board and a showing of substantial hardship. Hardship will be determined on a case by case basis and the burden is on the parent or legal guardian to submit sufficient documentation for consideration by the Board. The decision of the Board to release or enforce a contract shall be final.

PARENT WORK PROGRAM: Families must work 8 hours per year or pay a **\$200.00** fee. Working on field day or other school related fundraisers are not considered workday hours. Some families come during the summer months to work hours when they may not be able to make scheduled clean-up days. There are typically three scheduled clean-up days during the year to allow families to get their workday hours in.

ACADEMIC AND MEDICAL RECORDS: By signing this contract, the undersigned parent or guardian hereby authorizes Pungo Christian Academy to obtain the academic and medical records of the children named herein from their current or previous schools and current or previous medical providers as may be necessary. The undersigned agree to sign any additional documents that may be necessary in order to effectuate this release.

THIS CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PARTIES.
THIS CONTRACT SHALL BE INTERPRETED UNDER THE LAW OF NORTH CAROLINA.

I have read and understand the attached contract. I understand that in order for Pungo Christian Academy to meet their financial obligations, I must fulfill all of the terms of this contract. I agree to pay the contract amount according to the method of payments included on the previous pages and as set out below. I understand that if I do not fulfill this obligation as agreed, dismissal from Pungo Christian Academy may occur. **I understand that in order for my child/children to return to Pungo Christian Academy to continue their education, all of the outstanding balance must be paid in full and remain current to assure continued enrollment.**

NEW FAMILY FEE.....\$ _____
BUSING FEE _____
ENROLLMENT FEE(S) (___ child(ren) at \$ _____.00 per child) _____

Oldest Child: _____ Grade: _____

- | | | |
|--|------------|--|
| <input type="checkbox"/> <u>Five day Pre-K:</u> | \$5,100.00 | <input type="checkbox"/> Full Year (5% discount) |
| <input type="checkbox"/> <u>Three day Pre-K:</u> | \$3,900.00 | <input type="checkbox"/> By Semester |
| <input type="checkbox"/> <u>K-5th Grade:</u> | \$4,935.00 | <input type="checkbox"/> By Month _____ |
| <input type="checkbox"/> <u>6-12th Grade:</u> | \$5,600.00 | |

Second Oldest Child: _____ Grade: _____

- Five day Pre-K: \$5,100.00
- Three day Pre-K: \$3,900.00 Full Year (5% discount)
- K-5th Grade: \$4,935.00 By Semester
- 6-12th Grade: \$5,600.00 By Month \$400 discount _____

Third Oldest Child: _____ Grade: _____

- Five day Pre-K: \$5,100.00
- Three day Pre-K: \$3,900.00 Full Year (5% discount)
- K-5th Grade: \$4,935.00 By Semester
- 6-12th Grade: \$5,600.00 By Month 50% discount _____

If this box is checked, see additional sheets for additional children.

TOTAL.....\$ _____

MONTHLY PAYMENT AMOUNT (if applicable)\$ _____ per month

Parent/Guardian

Date

Parent/Guardian

Date

Pungo Christian Academy acknowledges receipt of this enrollment contract at the terms above, including terms of payment set out herein.

By: _____ Date: _____