



2011-2012 Student Enrollment Agreement

(rev: 03-03-2011)

Page 1 of 3

Family

This Student Enrollment Agreement is the formal invitation to parents to join our school community by enrolling one or more of their children in Grace Christian School. Acceptance to this school is contingent upon the return of this signed agreement along with required deposits and administrative fees.

Because I (we) seek a Christian education for my (our) child (children) and believe that God has brought us to Grace Christian School for this purpose and have prayed over my (our) decision to enroll my (our) child (children) in Grace Christian School and believe that God has led us to this decision, I (we) desire to enroll my (our) child (children) in Grace Christian School **and do hereby understand, agree with and commit to the following:**

- *pledge to give my(our) full support and cooperation to the school in whatever ways I(we) am(are) able;*
- *understand that Grace Christian School is a school based on Biblical principles which imbeds the saving gospel of Jesus Christ in all instruction and activities;*
- *will pray for the school, the teachers, the children, the administration, the staff, the board and fellow parents on a regular basis;*
- *understand that the **Grace Christian School** functions as an extension of the home in the education of my(our) child(children) and I(we) will make every effort to cooperate with the school in providing a loving and supportive Christian atmosphere at home, including full cooperation with the faculty and school administrators in the discipline of my(our) child(children);*
- *understand that volunteer work is essential to the operation of the school and that each family is obligated to volunteer 30-Hours per year in support of the school and agree to make every effort to fulfill this commitment by June 1st or I(we) understand that the school will assess a fee of \$10 for every hour of unfulfilled volunteer time, and I(we) agree to pay this fee before the close of the school year in June;*
- *understand that the school depends upon tuition, donations and special gifts to run the school. I/We realize that the published tuition is for the full school year and commit to full and timely payments in accordance with the tuition payment schedule we have selected (see tuition payment options).*
- *understand that as Christians, the Bible commands us to make every effort to live at peace with each other and to resolve disputes in private and within the Christian community (Matthew 18:15-20, 1 Corinthians 6:1-8, and Matthew 5:23-24.) Therefore, I(we) agree that in the event there is a dispute with the school or with persons associated with the school, I(we) will resolve these disputes only within the school and in mediation consistent with the aforementioned scripture and the procedures described in the **Parent Policy Manual and Handbook**. For disputes or conflicts not resolved through mediation, I(we) understand that the only other remedy available is arbitration which decision is final and unappealable and which process is stipulated in the school's **Conflict Resolution Policy** part of this agreement.*
- *understand my(our) obligation to inform the school of all health or medical conditions affecting my(our) child(children) that require medication and to inform the school immediately of any changes thereto;*
- *give to the school the authority to act on my(our) behalf in administering any doctor-ordered medication to my(our) child(children) per the **Authorization of Administration of Medicines by School Personnel** and further to seek emergency medical help on their behalf as may be required.*
- *have thoroughly read the **Parent Policy Manual and Handbook** including the **Statement of Faith, Educational Philosophy, and Goals and Objectives** of the school, am(are) in full agreement with them and understand that my(our) child(children) will be trained in accordance with them. I (We) agree to abide by the policies and procedures therein, it being understood that policies and procedures may change from time to time.*



Conflict Resolution Policy

The people at **Grace Christian School** are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other, in private or within the Christian community, in a manner reflecting the grace and love of Jesus Christ.

Mediation:

- Therefore, and in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20, the parties agree that any aspect of the School/Parent/Student relationship which results in conflict or dispute shall be settled by Biblically based mediation, the Head of School being the highest mediator available to settle disputes within the school. The mediation process is outlined in the **Parent Policy Manual and Handbook**, see; **Conflicts and Disputes**.
- If disputes cannot be resolved among parties at the school, at the request of one of the parties, the dispute may be brought to the **Grace Christian School Board of Directors**. Upon receipt of such a request, the Board will then assign one or more board member to mediate the dispute. This mediation may include pastoral involvement.

Arbitration:

- If reconciliation is not achieved from mediation or Board involvement, the matter may then be submitted to a panel of three independent and objective arbitrators for binding arbitration according to accepted arbitration principles. Each party to the agreement shall have the right to select one arbitrator (unless the parties in dispute mutually agree to the use of only one arbitrator.) The two arbitrators selected by the parties shall jointly select a neutral, third arbitrator
- If there is an impasse in the selection of the third arbitrator, the institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana (406-256-1583) shall be asked to provide the name of a qualified person who will serve in that capacity.
- The parties agree that the aforementioned arbitration method shall be the sole and final remedy for resolving any dispute within the school or with respect to the **Student Enrollment Agreement** and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.
- Each party, regardless of the outcome of the matter, agrees to bear the cost of their own arbitrator and one-half of the fees and costs of the neutral arbitrator and any arbitration expenses. If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs and any other arbitration expenses

Confidentiality:

- The School Board, the Administration and all staff seek fairness for parties at the school involved in conflicts, controversies or disputes and prefer that such matters be handled in strict confidence in order to protect the individuals involved, even to the extent that the very existence of such conflicts or disputes remain confidential.
- It is the Policy of **Grace Christian School** that the Head of School, the Administration, the Staff, or any Board Member shall not disclose information nor make any public comments regarding such matters, except amongst themselves or in executive sessions called for the purpose of discussing such matters.
- It is also the desire of the Administration and Board that all parties involved in these issues maintain strict confidentiality so that methods in place to resolve such matters are allowed to proceed.



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Financial Aspects and Tuition Payment Options

- **Returning Students;** In order to secure a position in the **2011-2012 School Year**, registration fees and tuition deposit (10% of the total family tuition) for returning students is due by **March 19, 2011**.
Registration and tuition deposit are non-refundable.
- **New Students;** Must go through an interview process and complete all necessary forms and applications. Registration and deposit (10% of the total family tuition) are due upon signing and returning this **2011-2012 Registration and tuition deposit are non-refundable.**
- **Tuition Assistance may be submitted through the FAST website at the time of registration and tuition deposit.** Tuition Assistance awards are made after the registration process had been completed.
- **Withdrawal from School.** Commitments to hire Teachers for the school year 2011-2012 are made based upon projected enrollment. **The tuition for the full semester is due and payable for students withdrawn from school after July 1, 2011.**
- **Application Fee for New Students: \$ 50 per student.** *A one time non-refundable fee due with application..*
- **Registration Fee:** *Refer to chart for amounts.*
This fee is non-refundable and due with this form.
- **Tuition per student for 2010-2011 school year:**
K4 – 5th Grade = \$ 9,500
- **Books/Material Fee: \$ 400 per student.** *A one time non-refundable fee due September 1st.*
- **PTF Membership Fee: \$50 per family.** *A one time non-refundable fee due September 1st.*
- **Other Charges** that may apply throughout the year including field trips, uniforms, special projects, etc.

Registration Fees (\$ 200 limit per family)				
1 st Child	2 nd Child	3 rd Child	4 th Child	5 th Child
\$75	\$50	\$50	\$25	None

Sibling Discounts for Tuition 2010-2011	Child # 1 - No discount	Child #2 (5%)	Child #3 (10%)	Child #4 (15%)	Child #5 (20%)	Child #6 (25%)
Full Time Grades K4-5th	\$9,500	\$ 9,025	\$ 8,550	\$ 8,075	\$ 7,600	\$ 7,125

Student Name	Application (one time fee)	Registration (due with this form)	10% Tuition (due with this form)	Remaining Tuition (payment plan)	Books and Material Fees (due 9/1/2010)	PTF Dues (due 9/1/2010)
	\$	\$	\$	\$	\$	\$ 50
	\$	\$	\$	\$	\$	Per family
TOTALS	\$	\$	\$	\$	\$	\$50

\$ - TOTAL AMOUNT DUE WHEN YOU RETURN THIS FORM.

Tuition Balance Payment Options: Please check the method you will use to pay the remaining tuition.

- In full at time of registration or due July 1, 2011.
- In two (2) payments due July 1, 2011 and November 1, 2011.
- In eight (8) payments due monthly starting July 1, 2011 through February 1, 2012. If enrollment occurs after July 1, 2011 the first payment is due with registration and 10% down payment.

Payments are made to the Business Manager through the school office by cash, check or credit card. Checks should be made to Grace Christian School. We accept MasterCard, and Visa.*

**If you prefer to automatically charge your card for each payment, please return the credit card form with this agreement.*

Parent/Guardian Signature: _____ Print Name _____ Date: _____

Parent/Guardian Signature: _____ Print Name _____ Date: _____