KEYSTONE ACADEMY
A Private Christian School

# ENROLLMENT AGREEMENT

## Terms of Enrollment

Enrollment is not final until all forms are returned and accepted, enrollment fees are paid and proof of membership or application to the Home School Legal Defense Association is submitted.

HSLDA membership must be kept current at all times during period of enrollment.

New students must enroll for a minimum of one (1) full semester and non-refundable tuition is due for the full semester even if the student is withdrawn before that period is completed.

Tuition is due by the 1st of each month, and late after the 5th. Tuition received after the 5th of the month is subject to a $10.00 late fee.

Probation will occur if

- Attendance chart and work samples are not properly maintained or are not submitted by the quarterly parent/teacher meeting.
- Tuition or other fees *become* 2 months late
- Parent misses a parent/teacher meeting and fails to schedule a make-up meeting within two (2) weeks.
- HSLDA membership is not renewed

Enrollment may be terminated if

- Enrollment or other paperwork is incomplete, inaccurate, or more than two weeks late.
- Two parent/teacher meetings are missed within one school year.
- A scheduled make-up meeting is cancelled or missed.
- Probation conditions are not corrected in the specified time.

If enrollment is terminated for any reason, either by the parent/guardian or by Keystone Academy, the parent/guardian is responsible for payment of all tuition and fees which may be due at the time of termination.

*"I/We have read and understood the above and agree to abide by these conditions during the period of my/our student/s enrollment in Keystone Academy and acknowledge such by my/our signature/s below. I/We have completed all information in an accurate and forthright manner. "*

By typing your name here as you would sign it , you are acknowledging and agreeing to the terms listed above.

| Print name | Signature — (Father, Stepfather, Guardian — circle one) | Date |
|---|---|---|
| Print name | Signature — (Mother, Stepmother, Guardian — circle one) | Date |

© 2015 Keystone Academy