Westbury Christian School Continuous Contract International Students with I-20

Name of Student:	Grade:

• By submitting this Contract the Parent/Guardian understands and agrees that he/she is bound by all provisions of this Contract and is personally responsible for the financial obligations for the student named herein.

Instead of requiring families to re-enroll each year, Westbury Christian School (WCS) has an evergreen enrollment process. This means that the student is enrolled at WCS for each school year hereafter until the earlier occurring of:

- a. the graduation of the student from WCS;
- b. dismissal from WCS; or,
- c. the Parent/Guardian has submitted written notification to WCS, either by mail or email, that the student is withdrawing from WCS.

This Contract will remain in effect as long as the student is enrolled at WCS, however, the financial obligations for payment of tuition and fees will remain in effect until full payment is satisfied.

Withdrawing Before Automatic Re-Enrollment: If a Parent/Guardian of the student decides that the student will not be returning for the next school year, a Parent/Guardian must notify WCS in writing, on or before January 31, that the student will be withdrawing at the end of the then current school year in order to avoid being billed a \$500 late contract cancellation fee and the loss of any fees and tuition paid for the next academic year. Notification(s) received after the last day of January for the then current school year will incur a \$500 withdrawal fee per student, and will result in the loss of any tuition/fee payments made for the next academic year.

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Fees and Tuition: For EACH school year that this Contract is in effect, a registration fee in the amount of \$300 per student will be billed via RenWeb the first business day in February of the then current school year. Tuition and fees for the next school year will be posted on the WCS website no later than January 15 of each year. Tuition and fees are payable as one lump sum to be paid by July 1 of each year. Any tuition and fees paid are non-refundable, and the student will not be placed on a class roster, be able to attend classes and/or participate in any school-sponsored activities until all tuition and fees are paid in accordance with the lump sum payment deadline.

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Withholding of Records: If any amount of fees or tuition remains unpaid for the then current school year after the student has been dismissed or withdrawn for any reason, WCS WILL NOT RELEASE THE GRADES, TRANSCRIPT, OR ANY OTHER RECORDS OF THE STUDENT TO ANY PERSON, SCHOOL OR OTHER ENTITY UNTIL ALL SUCH AMOUNTS ARE PAID IN FULL. (This includes any and all in-school charges and obligations, i.e. library fines, detention/disciplinary fines, After School Care fees, activities fees, etc.) Any charges that are past due by 10 days or more will be handled according to the then current Parent/Student Handbook (Handbook). All payments to WCS within two weeks before the end of a semester must be paid with cash or cashier's check.

- 1. Parent(s)/Guardian(s) are Partners with Westbury Christian School (WCS) in the education of their student. This Partnership is based on a common understanding and acceptance of the Mission Statement, Statement of Philosophy, and the school policies set forth in the Student/Parent Handbook (Handbook) of WCS; it is available on the WCS website at www.westburychristian.org. Parent(s)/Guardian(s) acknowledge that they have had the opportunity to review a copy of the current WCS Handbook, including the Laptop Distribution and Care Policy, which may be amended from time to time in the sole discretion of WCS and becomes effective upon publication. It is understood and agreed that WCS reserves the right, in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability.
- 2. Should Parent(s)/Guardian(s) fail to support WCS's enforcement of Handbook policies as applicable to their student, WCS may, in its sole discretion, determine that the student not be permitted to continue in the school.
- 3. Parent(s)/Guardian(s) understand and agree that WCS reserves the right, in its sole discretion, to require a student who fails to maintain satisfactory academic progression, or display a general attitude and/or conduct that is not in harmony with the philosophy and objectives of WCS to leave the school.

- 4. If a student admitted on an I-20 is not sufficiently proficient in English to be successful at Westbury Christian School, as determined in the sole discretion of WCS, the student will be required to withdraw, and the United States Immigration and Customs Enforcement Agency (SEVIS) will be informed that the student has been dismissed from school. All tuition and fees paid are non-refundable.
- 5. The Parent/Guardian understands and agrees that WCS may require a student to take an alcohol breathalyzer test at Parent/Guardian expense any time on campus or off campus during student activities. Should the breathalyzer test prove positive for alcohol, the Parent/Guardian has the option, at his/her expense, to a blood alcohol test drawn within one hour by and analyzed by an accredited medical laboratory. The Parent/Guardian further agrees that WCS, in its sole discretion, may require a student to take a drug test at Parent/Guardian expense any time during regular school hours.
- 6. Student names will be published for purposes including but not limited to recognizing membership in a class, academic achievement, special honors, community, service projects, athletic and musical activities. Pictures of students will be displayed for purposes including but not limited to giving credit for artistic or academic accomplishments, showing classroom activities, highlighting the activities of an academic group, club, athletic event or social gathering, and promoting the school.
- 7. To protect the health and safety of each student, the Parent/Guardian must immediately notify WCS IN WRITING of any restrictions that should be placed upon the student's participation in normal school activities and/or interscholastic athletics, AND keep the general and emergency contact information, as well as the medical profile of the student, up-to-date in RenWeb.

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- 8. All tuition and fees must be paid before receiving the I-20 document and each subsequent school year by July 1st. If it is determined by WCS that a student needs additional help to be successful, group and/or individual tutoring arrangements will be made and any fees associated will be billed through Renweb. The Parent(s)/Guardian(s) understand and agree that all tuition and fees are **non-refundable**, unless the F-1 Visa is denied.
- 9. If a student is withdrawn or dismissed from school for any reason, the student account must be cleared before official report cards, transcripts, and any other student records will be released. All fee charges, including Special Fees and After School Care, which are past due by 10 days or more, will be assessed a \$30 late charge. All payments to WCS made within two weeks before the end of a semester must be paid with cash or cashier's check.
- 10. The Parent(s)/Guardian(s) is responsible for payment of damages to and/or loss of school property, (including issued laptop/device), or facilities caused by the student. In the event a student injures an employee, the Parent(s)/Guardian(s) will be responsible for all damages or loss to the employee and the school, including without limitation, the cost of all reasonable and necessary medical care and lost wages.
- 11. The Parent(s)/Guardian(s) understands and agrees that no student will be permitted to take final examinations, nor will official grades, report cards, transcripts and/or any other records be released, until the student's account is paid in full. (This policy applies to a student leaving WCS for ANY reason.)
- 12. The goal of Westbury Christian School is for the Annual Fund Drive to be viewed as an opportunity for EVERY family to give back to the school, and we are committed to donate to the Annual Fund Drive as we have been blessed.

	Name of individual to be billed		Relatio	Relationship to the student		
Address		City	State	Zip	Daytime phone	
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