



First Baptist Christian School
 2958 N. Main Street
 Kennesaw, GA 30144
 Phone 770-422-3254 Fax 770-427-2332
www.fbskennesaw.com

FINANCIAL CONTRACT

2008-2009

Date _____

New

Re-enroll

Parent/Guardian Name: _____

Students: _____ Grade _____

We (I), the undersigned parent(s)/guardian(s), enroll the above listed student(s) in the above listed grade(s) at First Baptist Christian School for the 2008-2009 academic year.

We understand that this agreement is a binding contract for the entire school year, and that if after enrollment, our student(s) is/are voluntarily withdrawn after June 15, 2008, we will lose the June tuition payment. If we do not sign up for the 10 month plan, tuition is due in full June 1st. If after June 15th, we have not signed up for the 10 month plan or paid in full, my child's place at FBCS will be considered open.

We understand that when any final payment to the school is made by check, transcripts and school records will be released after five working days.

We understand that admission fees are paid annually and are non-refundable and non-transferable except in the event a family moves 20 or more miles away prior to the beginning of the school year. A letter requesting the refund must be submitted to the school board with proof of move (ie letter from employer, copy of loan papers, letter of confirmation from employer, etc.) All books and materials covered by these fees remain the property of FBCS upon withdrawal prior to the end of the school year.

We understand that FBCS will not accept admission for the following year for students that are behind in their tuition payments unless approved by the school board. A letter must be presented to the school board six weeks prior to date of admissions process.

We understand that all tuition payments will be processed through FACTS. Payments are due on the 5th or the 20th of each month applicable to the payment plan we choose. Tuition payments will begin June 1st. There is a \$20.00 service fee on all returned checks for any payments made to the school including hot lunch, lunch bunch or PTF fundraising events. After three returned checks, our account may be put on a money order only basis. FBCS reserves the right to turn returned checks over to a third party collection service.

We understand that payments made to FBCS for tuition, Hot Lunch, Lunch Bunch, or any fundraising activity must be made with a check or money order. **Cash payments will not be accepted.**

We understand that any family that has committed but will not be returning may contact the Business Office by letter. This letter will be presented to the school board for approval. If any unused tuition is deemed refundable, a one time 25% processing fee will be assessed.

We understand that if a child is withdrawn from FBCS, each family must complete a withdrawal form. The next payment is expected if a 30 day notice is not provided before withdrawal. **Prepaid tuition less one full month will be refunded within 60 days.**

We agree to \$_____ as our Total Family annual tuition for the 2008-2009 school year. We choose the following payment plan: (If registered after June 1st, the first payment is due when accepted)

- 1 Pay Plan: \$_____ payable June 1, 2008
- 10 Pay Plan: \$_____ payable the 5th or 20th of June 08 thru April 09 (skipping Feb 09) Monthly payments are processed through FACTS

We (I) understand and agree to all the terms and payments above _____
 Signature of Parent/Guardian Date

Initials of Authorized School Personnel _____ Date _____