



First Baptist Christian School  
 2958 N. Main Street  
 Kennesaw, GA 30144  
 Phone 770-422-3254 Fax 770-427-2332  
[www.fbcskennesaw.com](http://www.fbcskennesaw.com)

**FINANCIAL CONTRACT**

**2010-2011**

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 2010-2011 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is a binding contract for the entire school year, and that if after enrollment, our student(s) is/are voluntarily withdrawn after June 15, 2010, we will lose the June tuition payment. If we do not sign up for the 11 month plan, tuition is due in full June 1<sup>st</sup>. If after June 15<sup>th</sup>, we have not signed up for the 11 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 5<sup>th</sup> or the 20<sup>th</sup> of each month applicable to the payment plan we choose. Tuition payments will begin June 1<sup>st</sup>. There is a \$20.00 service fee on all returned checks for any payments made to the school including hot lunch or any PTF fundraising events. After three returned checks, your 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. If a student is more than 2 months in arrears in tuition payments, they are subject to dismissal.

**We understand** that payments made to FBCS for tuition, Hot Lunch, 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 2010-2011 school year. We choose the following payment plan: (If registered after June 1<sup>st</sup>, the first payment is due when accepted)

- 1 Pay Plan: \$\_\_\_\_\_ payable June 1, 2010
- 11 Pay Plan: \$\_\_\_\_\_ payable the 5<sup>th</sup> or 20<sup>th</sup> of June 2010 thru May 2011 (skipping Feb) 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 \_\_\_\_\_