

LAKE COUNTRY CHRISTIAN SCHOOL
CONTINUOUS ENROLLMENT CONTRACT

2023-2024

WHAT IS CONTINUOUS ENROLLMENT?

At LCCS, we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from Elementary through High School provides a consistent, thorough progression through academic coursework. Because of this philosophy, Lake Country Christian School (LCCS) is pleased to offer a concept in enrollment management called Continuous Enrollment. Your child will be considered enrolled at LCCS through their high school graduation unless otherwise notified by the enrollment responsible parent or guardian.

Please take time to fully review this Continuous Enrollment Contract (CEC), as your electronic signature will confirm your understanding that your student(s) will be continually enrolled at LCCS. This contract applies to the first academic year that Continuous Enrollment is set in place (2023-2024) and will automatically renew for each successive academic year under this agreement until your student has graduated from LCCS. This contract will be in force unless it is terminated by LCCS at any time, or by completion of the withdrawal procedures as outlined below.

CONTINUOUS ENROLLMENT CONTRACT

I agree to the terms set forth in the Continuous Enrollment Contract as outlined below. I understand by signing this contract, my child will be considered enrolled at LCCS through their high school graduation unless otherwise notified by the enrollment responsible parent or guardian.

STUDENT/FAMILY INFORMATION:

It is the responsibility of the parent/guardian to inform LCCS of any changes to student and family information (i.e. address, phone, email, emergency contacts, and medical information) as it is continuous from grade to grade. LCCS will help to maintain the database by reminding parents/guardians to complete the annual student packet to update demographic, financial and medical information annually by the end of June.

ENROLLMENT OPT-OUT PERIOD

Each January, an opt-out period will be communicated at the LCCS State of the School meetings should you choose to unenroll from the following academic school year. To opt out of the Continuous Enrollment Contract, an Intent to Withdraw Form must be submitted to the Admissions Department prior to the end of the Enrollment Opt-Out Period.

AUTOMATIC REENROLLMENT FEE

Each January, LCCS State of the School meetings will present the upcoming school year's schedule of tuition and fees which may be adjusted annually by the LCCS School Board.

The Automatic Reenrollment Fee for the following academic year will be billed in February. If you have submitted an Intent to Withdraw Form during the previously communicated Enrollment Opt-out Period, you will not be responsible for the Automatic Reenrollment Fee. For withdrawals received after the opt-out period has ended, the Automatic Reenrollment Fee will be non-refundable.

TUITION PAYMENT SCHEDULE

Tuition is updated annually each January via the LCCS State of the School meetings and posted to the school website. Once your tuition payment plan is finalized, for new and reenrolling families, the financial agreement will be renewed each year unless written notice to change the payment plan option is provided to Student Billing.

DELINQUENT ACCOUNTS

Students will not be assigned to a class, receive their schedule, or be allowed to participate in any extra-curricular activities unless the account is current through July 31st. Once school begins, students will not be admitted to class or be allowed to participate in extra-curricular activities when the account has 2 months tuition past due. FACTS charges a non-sufficient funds fee if funds are not available when collection is attempted. LCCS reserves the right to assess a late fee if tuition is overdue. Communication with Student Billing is critical if you are not able to make a scheduled payment on time.

Please refer to the LCCS Tuition and Fees Policy.

TERMINATION OF CONTRACT/WITHDRAWAL

The Continuous Enrollment Contract can be terminated prior to the student's graduation from LCCS by the enrollment responsible parent/guardian by submitting an Intent to Request Form to the Admissions Department during the Enrollment Opt-out Period. If the Intent to Withdraw Form is received by the end of the opt-out period for an upcoming academic year, then the Continuous Enrollment Contract will not renew.

To withdraw your student at any time during the current school year, the enrollment responsible parent/guardian must complete a Request to Withdraw form which can be obtained by emailing admissions@lccs.org. In the event of withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.

The student may be required to withdraw or be dismissed from LCCS because of disregard for rules and regulations, violations of the law, prolonged academic deficiency, failure to comply with policies outlined in the Student/Parent Handbook, nonpayment of tuition and/or fees as required, or if a principal deems it in the best interest of the student or LCCS. In the event the student is dismissed, the Continuous Enrollment Agreement will be terminated.

If a withdraw form is received by the Admissions Department after the Enrollment Opt-Out Period, all fees are non-refundable and the obligation to pay for the upcoming academic year will be detailed in the LCCS Tuition and Fees Policy each year.

CONTINUOUS ENROLLMENT CONTRACT TERMS

- We agree that the term of my student's continuous enrollment begins with this signed Continuous Enrollment Contract and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the LCCS Intent to Withdraw Form is completed.
- We understand that the Automatic Reenrollment Fee will be assessed each February for the following school year. The Heritage Fund (\$350/student capped at two students) is to be paid in full in the month of May for current and newly-enrolled LCCS families. If enrolling after May, the Heritage Fund is to be paid 10 days after enrollment.
- We agree to keep our student's demographic information updated in FACTS Family Portal.
- We agree to maintain a current tuition payment plan with terms as specified in the LCCS Tuition and Fees Policy and that any changes to those terms must be communicated in writing to Student Billing.
- We agree to the financial policies set forth in this agreement and acknowledge that we will review the LCCS Tuition and Fees Policy in addition to the Student Handbook each year for any changes to those policies.
- We agree to fulfill all financial obligations promptly.
- My electronic signature signifies my understanding of and agreement to the terms of the Continuous Enrollment Contract with Lake Country Christian School.