

CONTINUOUS ENROLLMENT POLICIES – Parent Student Handbooks

Brentwood Christian School (BCS) has adopted a Continuous Enrollment (CE) system whereby students will be continuously enrolled at BCS until graduation or until the withdrawal process, defined below, has been completed. We are excited to provide a convenient and streamlined process for families that intend to stay at BCS until graduation.

Each year, BCS will publish the upcoming year's tuition, information regarding financial aid, and tuition insurance in January. By signing the Continuous Enrollment Contract, families agree to pay the annual tuition rate and Continuous Enrollment "seat fee" for the upcoming school year and each year following.

The following are BCS's Continuous Enrollment Policies:

- 1) All students will have an individual Continuous Enrollment Contract signed by a parent/guardian with an approved payment or payment plan prior to attending BCS.
- 2) Once the Continuous Enrollment Contract is in place, there will be no need for a student to re-enroll or sign a new contract to continue at BCS.
- 3) A CE seat fee will be billed to your FACTS account on February 1 of each year. The CE Fee can be paid in full or over equal monthly FACTS payments over the course of the year.
- 4) All accounts must be current at the end of each year through either payment or an approved payment plan before a student is given his/her report card or permitted to begin the next school year.
 - The school reserves the right to require all accounts to be brought current for a student to continue to attend classes.
 - Any family with an outstanding balance without an approved plan for remittance after May 25th will not have a reserved seat for their student for the successive school year.
 - Student records, including report cards and transcripts, will be withheld if the student withdraws from BCS while owing tuition or any other fees. All checks must have cleared the school's account before transcripts or diplomas are released.
- 5) Each student's information (address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in the student information system. Families must keep the student's information up to date. BCS will help maintain the records by reminding parents to provide updated information, but each parent is ultimately responsible for the completeness and accuracy of this information.
- 6) BCS may discontinue the Continuous Enrollment system at any time and/or may require families to sign a new enrollment contract as a condition of continued enrollment.

Continuous Enrollment Withdrawal Process

- A. I understand that if I withdraw my student on or after February 1st of any school year, I will be contractually obligated to the following late withdrawal fees for next school year's tuition:
 - February 1st – February 28th: \$600 per child

- March 1st - March 31st: \$1,500 per child
- April 1st - April 30th: \$2,500 per child
- May 1st – 1st day of school: Full Tuition

B. *(Withdrawal Process)*

TUITION PROTECTION PROGRAM

Please read this information carefully. This program provides you and the school substantial protection for a modest fee.

The Brentwood Christian School Tuition Protection Program is designed to protect your investment in education for the current school year. This document explains the benefits provided in the event of extended medical absence, dismissal, or withdrawal.

Participation in this program is required of all parents who do not pay the total annual tuition in advance.

WHY DO YOU NEED THE PROGRAM?

A variety of reasons force students to withdraw from private schools every year— transfer of family, illness or injury, death of parent or student, change of objective, scholastic failure, financial or emotional difficulties, or other personal reasons.

Your financial obligation to the school is for the full annual tuition as stated in your continuous enrollment contract. The school's expenses are incurred on an annual basis; and, therefore, the school cannot afford to refund the tuition or cancel unpaid obligations if your child withdraws after the designated continuous enrollment withdrawal period.

If your son or daughter withdraws from school for any reason, the Tuition Protection Program (subject to terms, conditions, and limitations and based on the amount of tuition covered as described in this leaflet) provides substantial assistance in meeting your financial obligation to the school.

DEFINITIONS

1. The "plan year" which is the period of protection upon which payments are based consists of the actual consecutive calendar days in the plan year, including weekends, holidays, and vacations, beginning May 1st, and ending with the last day of formal academic instruction, including examinations.
2. "Medical absence or medical withdrawal" means complete, involuntary severance from classes as certified to and regularly treated by a legally qualified medical practitioner.
3. "Non-medical withdrawal" means complete, voluntary severance from enrollment for the balance of enrollment.
4. "Dismissal" means complete, involuntary severance from classes by the school authorities for the balance of enrollment.

BENEFITS

A. MEDICAL ABSENCE or WITHDRAWAL

Disability Withdrawal Formula

Pays **100%** of the unused yearly covered fees provided physical disability extends for thirty-one or more consecutive calendar days. Benefits are then paid retroactive to the first day of disability. This is for any physical disability certified to and treated by a legally qualified medical practitioner.

100% of (Days absent* x Yearly covered fees)

Divided by calendar days in school
year

*Must be 31 or more consecutive calendar days. Maximum
payment period is actual calendar days in school year.

Mental or Nervous Disorder
Formula

Pays **60%** of the unused yearly covered fees if disability is a mental disorder and extends for thirty-one or more consecutive calendar days. Benefits are then paid retroactive to the first day of disability. Disability must be certified to and treated by a legally qualified medical practitioner.

60% of (Days absent* x Yearly covered
fees) Divided by calendar days in school
year

*Must be 31 or more consecutive calendar days. Maximum payment period is actual calendar days in school year.

Death Benefit
Formula

Pays **100%** of the yearly covered fees prorated for every school day lost in the event of the student's death.

100% of (Unused days* x Yearly covered
fees) Divided by calendar days in school
year

Maximum payment period is actual calendar days in school
year.

**B. NON-MEDICAL
WITHDRAWAL – May 1st through
the 14th day of school year.**

Pays **25%** of the student's tuition rate beginning on May 1st and continuing through the 14th day of the school year.

**C. NON-MEDICAL
WITHDRAWAL DURING
SCHOOL YEAR**

Pays **60%** of the unused yearly covered fees provided the student has attended more than fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.

60% of (Days withdrawn* x Yearly covered
fees) Divided by calendar days in school year

Maximum payment period is calendar days in school year minus 14
days.

**D.
DISMISSAL**

Pays **75%** of the unused yearly covered fees provided the student has attended more than fourteen consecutive calendar days beginning with the student's first class day of attendance in the academic year.

75% of (Days withdrawn* x Yearly covered
fees) Divided by calendar days in school year

Maximum payment period is calendar days in school year minus 14
days.

PERIOD OF PROTECTION

Fee payment will be added to the payment plan. Students who choose to prepay tuition will have the option of adding the plan at time of payment or submitting a waiver. to effect protection under the program as follows:

MEDICAL: First class day through last class day.

NON-MEDICAL PRIOR TO SCHOOL YEAR: For period between May 1st and the Fourteenth Day of School.

NON-MEDICAL DURING SCHOOL YEAR: For the entire academic year after meeting the fourteen-day attendance requirement.

Late-entering students who begin classes after opening date will have the cost added to the payment plans.. Late-entering students who choose to prepay tuition will have the option of adding the plan at time of payment or submitting a waiver. Medical protection begins on the date the fee is received. Non-Medical protection is effective after the student has satisfied the fourteen-day attendance requirement.

NOT COVERED UNDER THE PROGRAM

EXCLUDED UNDER MEDICAL

1. Illness that manifested itself or injury that occurred before effective date of protection.
2. Absence or withdrawal due to any medical condition for which the student does not regularly receive treatment by a legally qualified medical practitioner during the period of absence or withdrawal.
3. Absence or withdrawal due to the use of any drug, narcotic, or an agent which is similarly classed or has similar effects, unless it is given by and while under the care and attendance of a legally qualified medical practitioner.
4. Absence or withdrawal due to war or act of war, declared or undeclared or participation in a riot.
5. Absence or withdrawal due to normal pregnancy or normal childbirth.
6. Benefit period ends immediately upon student's resumption of classes at any school or place of learning or upon becoming gainfully employed.
7. Schedule reductions for any reason are not basis for claims.
8. Closure of the School for epidemics or pandemics.
9. Any Continuous Enrollment late withdrawal fees incurred prior to May 1st.

NOT COVERED UNDER THE PROGRAM

EXCLUDED UNDER NON-MEDICAL

1. Any withdrawal or dismissal prior to or within the first fourteen consecutive calendar days, beginning with the student's first-class day of attendance in the academic year.
2. Withdrawal or dismissal caused by insurrection, rebellion, riot, civil commotion, or any government order directed to the student.
3. War, or act of war, declared or undeclared; any nuclear reaction, controlled or accidental.
4. Destruction of any school facility due to any cause whatsoever.
5. Inability of the school to operate and provide formal academic instruction, including closure for any reason.
6. Boycotting of classes by the student.
7. Being inducted or drafted into the Armed Forces, including alternative duty as a conscientious objector.
8. Withdrawal or absence from class attendance due to completion of academic requirements or early graduation.
9. Temporary non-medical absences, suspensions, or schedule reductions for any reason are not basis for claims.

EXCLUDED UNDER DISMISSAL

1. Any disciplinary expulsion

CLAIMS

Claims must be reported to the finance office and an official withdrawal notice submitted. Benefit payment will be credited to the student's account. Any balance remaining is your obligation. Benefits not required to settle your account with the school, if any, shall be refunded to you.

COST

The cost of the Tuition Protection Program is 4.25% of the annual tuition and is required for all who do not pay the annual tuition in advance. The fee is automatically assessed along with tuition to parents who choose an installment plan. Those who pay in advance may choose to submit a waiver.