



CONTINUOUS ENROLLMENT:

Timberlake Christian School (TCS) employs a continuous enrollment model in which students are automatically enrolled each school year unless TCS or a parent(s) discontinue enrollment. This agreement applies to each successive academic year until the student graduates from TCS, or the student is withdrawn by a parent with the completion and submission of an official withdrawal form by the designated date, or the student is terminated by TCS.

Why continuous enrollment?

- **Peace of Mind** Parents will no longer risk missing a deadline or losing a seat for their child.
- **Convenience** Parents will have little to no paperwork to contend with.
- **Efficiency** With 95% retention from K-12th grade, continuous enrollment facilitates the process for many of our families.
- **Control** Families who wish to opt out of continuous enrollment will be able to do so by simply completing an electronic withdrawal form, within clearly communicated deadlines, of their wish to do so.

Continuous Enrollment Guidelines:

- Financial accounts must be current to qualify for continuous enrollment. Families who do not qualify may re-enroll once their accounts are current space permitting.
- Continuous enrollment does not apply to financial assistance, tuition discounts, and other offered services such as the Bedford bus and Extended Care.
- A pastoral reference is required annually for students in grades 6-12.
- The discounted continuous enrollment fee of \$100/student will be drafted automatically from your FACTS account during the 1st week of January. Families who do not have an auto-draft account will need to log into their FACTS account to pay the fee by January 6 of each year.
- International students will need to pay their \$800 continuous enrollment fee via credit card or wire transfer by January 1.
- Families may opt out of continuous enrollment by submitting an official withdrawal form on or before December 31 of each year.
- Families who opt out of continuous enrollment, who then choose to re-enroll their student(s) later, space permitting, will be charged the standard enrollment fee of \$200 per student from January 1 through April 30 and \$250 per student after April 30.

Financial Agreement:

- I/We agree to **review and update our FACTS Family Portal** account at least annually (in January of each year) including demographic information, emergency contact information, authorized pick-up lists, and student health information.
- I/We agree to abide by the **parent/student handbook** including any future revisions. The handbook will be sent via email to all families annually. The handbook is also available upon request.
- I/We promise to **pay our tuition**, less applicable discounts, in its entirety by the due date or payment plan to keep our account in good standing. I/We understand that our student(s) cannot start school unless we have paid our tuition in full or according to our monthly payment agreement through FACTS.
- I/We understand that our **student's seat will not be secure if requesting aid until the application is reviewed, and award is offered as appropriate, and the award is accepted.**
- I/We understand that all **monthly tuition payments must be processed by FACTS** via an automatic draft from a checking/savings account or credit card.
- I/We understand that once the tuition payment plan is set up, the **same tuition payment plan will be renewed each year** unless written notice to change the payment plan option is provided to the Business Office.
- I/We understand that **tuition and fee information will be updated annually** and are available on the school website.
- I/We understand that TCS **reserves the right to adjust the date of the withdrawal deadline and/or the date the continuous enrollment fee will be assessed**, either earlier or later.
- I/We understand that unless we choose to **discontinue enrollment by the withdrawal deadline**, the continuous enrollment fee will be applied by TCS for the upcoming year on the date specified by TCS. This fee indicates the parent's commitment to the student's enrollment for the next school year. The fee is nonrefundable.
- I/We understand that any **payments that cannot be processed by FACTS on the 15th of the month will be assessed a \$25.00 late fee by TCS**, in addition to the **fees charged by FACTS** and our bank.
- I/We understand that the student listed on the account that becomes past due 30 days from their normal payment date is **subject to dismissal from TCS** until the account is made current.
- I/We understand that all **signed contracts with TCS are legal and binding.**
- I/We understand that **diplomas, report cards, medical records, and/or transcripts cannot be released** if our account is past due.

Withdrawal Policy: If the contracted parties request early withdrawal of a student for any reason:

- Families may opt out of continuous enrollment by submitting an official withdrawal form on or before December 31 with no continuous enrollment fee owed for the upcoming or subsequent year.
- If not withdrawn before December 31, the continuous enrollment fee of \$100 will be assessed during the 1st week of January and is non-refundable.
- January 1 through February 28: a \$250 administrative fee and no tuition is owed.
- March 1 through May 31: \$500 administrative fee and no tuition is owed.
- June 1 to July 31: \$1,000 administrative fee and no tuition owed.
- August 1 to the day BEFORE school starts: \$1,500 administrative fee and no tuition is owed.
- After the start of school: 30% of the remaining tuition is due (based on days remaining in the school year).