



**2019 - 2020 RE-ENROLLMENT PACKET**

**ENROLLMENT AGREEMENT**

Student Name:		Grade: PK 3: <input type="checkbox"/> 3 Half Days-PK3 only <input type="checkbox"/> 5 Half Days. <input type="checkbox"/> 5 Full Days. PK4: <input type="checkbox"/> 5 Half Days <input type="checkbox"/> 5 Full Days K- 12: _____	
Primary Payer:		Spouse's First Name: <input type="checkbox"/> N/A	
Mailing Address:	City:	State:	Zip:
Physical Address (if different):	City:	State:	Zip:
Secondary Payer:		Spouse's First Name: <input type="checkbox"/> N/A	
Mailing Address:	City:	State:	Zip:
Physical Address (if different):	City:	State:	Zip:
Email:	Home Phone:	Cell Phone:	Work Phone:

**PAYMENT OPTIONS**

Payment in Full (Due by June 24, 2019. \$100 discount (per child) if paid in full by June 3, 2019.)  
 Payment by Semester (Fall Semester due by August 1, 2019. Spring Semester due by January 6, 2020.)  
 10 Month Plan (August 20, 2019-May 20, 2020. Enrollment must be completed before 6/01/2019.)  
 12 Month Plan (June 5, 2019-May 5, 2020. Enrollment with payment must be completed before 5/05/2019.)  
 Enrolling after school has begun? Payments will be divided equally among remaining months based on the number of school days left in the school year. Final payment due before May 5, 2020.

**AFTER SCHOOL CARE—PAYMENT OPTIONS (Only complete if the student will be attending After School Care)**

Payment in Full (Due at time of Enrollment: \$1500 p/year) - (\$750.00 per additional sibling)  
 Payment by Semester (Due by first day of 1<sup>st</sup> Semester and first day of 2<sup>nd</sup> Semester) (\$750 p/semester) – (\$375.00 per additional sibling)  
 Monthly Payment (\$150 p/month) – (\$75.00 for each additional sibling)

**PLEASE READ THE INFORMATION BELOW CAREFULLY**

*Monthly, Semester or Full tuition payments will be drafted via Electronic Funds Transfers (EFT) through FACTS Tuition Management. Any EFT returned for insufficient funds will be assessed a \$70 late fee through FACTS. FACTS will continue to draft the account to recover the tuition payment plus applicable fees as stated in the separate agreement signed at the time of enrollment in the FACTS program.*

*Families with unresolved delinquent accounts of 60 days or more will not be permitted to attend classes at BCS, will not be enrolled for the following year, and by signing this agreement, agree that the school may withhold all records (including official transcripts) until full payment is made and accounts are brought current. By signing this agreement, I (we) agree and acknowledge that the school must make budgetary decisions upon a projection of total enrollment, purchasing supplies and materials, contracting with teachers and staff, and deciding operational issues based upon our agreement and representation to enroll our child for the entire school year. As a result, we agree that we are responsible to the school for tuition. We agree that, in the event that our child is removed from BCS or does not otherwise complete the entire school year for any reason, including but not limited to withdrawal, expulsion, disciplinary issues, natural disasters, financial issues, health issues or excessive absences, failure to pay tuition in a timely manner, or any other reason, we are still responsible for tuition and fees in the amount set forth in the withdrawal Fees Chart below.*

*Registration fees are non-refundable.*

<b>Signature of Primary Payer:</b>	Date:
<b>Signature of Secondary Payer:</b>	Date:

**OFFICE USE ONLY**

Application Fee: \$100  Date: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash:  Receipt#: \_\_\_\_\_

Registration Fee: \$250  Date: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash:  Receipt#: \_\_\_\_\_

Pay in Full:  Date: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash:  Amount:\$ \_\_\_\_\_ Receipt#: \_\_\_\_\_

<b>PAYMENT AGREEMENT</b>	
Student Name:	Grade:
Student Name(sibling attending):	Grade:
Student Name(sibling attending):	Grade:
<b>MONTHLY PAYMENT OPTIONS</b> <i>(please confirm your payment plan choice and method by checking the appropriate boxes)</i>	
<input type="checkbox"/> 10 Month Plan (August 20, 2019-May 20, 2020. Enrollment must be completed before 6/01/2019.) <input type="checkbox"/> 12 Month Plan (June 5, 2019-May 5, 2020. Enrollment must be completed before 5/05/2019.)	
<input type="checkbox"/> Electronic Funds Transfer (EFT) from my Checking Account <input type="checkbox"/> Electronic Funds Transfer (EFT) from my Savings Account <input type="checkbox"/> Electronic Funds Transfer (EFT) from Debit / Credit Card (with 2.85% charge each transaction)	
<b>PLEASE READ THE INFORMATION BELOW CAREFULLY</b>	
<p>Your enrollment contract will be with BCS, but you will set up an Electronic Funds Transfer (EFT) agreement with FACTS. FACTS is the tuition management service most widely used by private and faith-based schools nationwide, serving 3,500 schools and more than two million families since 1986. FACTS will save BCS a great deal of administrative time and costs, as well as assist us in building a better cash reserve and accounting method. Please be assured that neither FACTS nor BCS will have direct access to or any knowledge about the status of your bank account. EFT is simply a pre-authorized bank-to-bank transfer of funds. This process is highly regulated by many strict government standards. Additionally, FACTS has a strict privacy policy and safeguards to protect your information. A copy of their privacy statement, an informational brochure and a copy of this letter will be given to you before you leave.</p> <p>For each account that is drafted, there is non-refundable set up fee of, \$45 for monthly, \$10 for semester or \$0 for full pay. You may also use debit / credit card to pay for your tuition, now there is a (2.85% charge ever transaction). These fees will be drafted on the same account that you indicate for your payments and will be processed within the next few weeks. This is an annual fee. If you need to make changes in the EFT agreement once it has become effective, you can contact the school and make the change. Changes must be handled through the school and you must allow at least seven business days for the change order to be processed. FACTS will assess a \$70 returned payment fee if a transfer is declined for insufficient funds. This fee will automatically be deducted from the account listed for each returned payment.</p> <p>A BCS representative will fill out the EFT form for you to sign. If you intend to apply for financial aid, we will not be able to complete the payment amount section. This will be completed after the aid determination is finalized. The EFT form will not be sent to FACTS until this section is completed. If you are not an authorized signer on the account that will be drafted, you will need to take the EFT form and have it signed by the authorized person. Your child's enrollment papers will be placed on hold until the EFT form is returned to the admissions office. Please return the EFT form back to the school as soon as possible as your child's placement is not secured until the enrollment process is finalized. Additional details about the EFT agreement are listed on the back of your copy of the agreements.</p> <p>Your signature below indicates that you have read and understood the above information.</p>	
<b>FACTS Peace of Mind (POM) Benefit Option</b>	
<p>The POM benefit will pay any FACTS unpaid balance (except payments in arrears) in the event of the death of the Responsible Party who signed the agreement or his/her legal spouse. There are age restrictions and health restrictions that pertain to cancer, which you need to read if you choose this option. The non-refundable annual fee for this benefit is \$20.</p> <p>Do you wish to choose this option? <input type="checkbox"/> yes    <input type="checkbox"/> no</p>	
<p>Do you have any questions about any of the above information? <input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>If yes, please note. _____</p>	

Signature of Primary Payer	Date	BCS Representative	Date
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**WITHDRAWAL FEES CHART**

Date of Notification of Withdrawal	Amount Due to BCS
April 1 – May 31, 2019	\$250.00
June 1 – August 9, 2019	\$500.00
September 1 – October 31, 2019	50% of Annual Tuition
November 1 – December 31, 2019	75% of Annual Tuition
After January 1, 2020	100% of Annual Tuition