



Midland Valley  
Christian Academy

# Midland Valley Christian Academy

## Tuition & Enrollment Agreement Contract

### 2015-2016

Admission to Midland Valley Christian Academy is open to any child, provided the conditions of this policy are met. We do not discriminate on the basis of race, sex, or creed. Upon acceptance to the Midland Valley Christian Academy, the child's parents (legal representative) will be given an enrollment package that must be completed and returned prior to the child's first day of enrollment in the child care center.

All required forms must be completed and returned to MVCA administration office, along with all fees and first week's tuition, prior to student's first day. Forms include: Application Enrollment, Family and Emergency Information, Financial Contract, Birth Certificate, S.C. Immunization Record, Medical Authorization, DSS Admission, Communicable Disease Statement, MVCA Home Information , and Photo Release.

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#### Fees and Tuition

Registration Fee	\$100.00	Annual	Non-Refundable
Supply Fee	\$50.00	Annual	Non-Refundable
2 and 3 Year Old Tuition	\$138.25	Weekly	
Toddler Tuition	\$144.00	Weekly	
Infant Tuition	\$149.00	Weekly	

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#### Tuition and Billing

Weekly tuition is billed on Wednesday of each week. Parents or Legal Representatives may pay weekly charges Wednesday through the following Tuesday without penalties. A \$5 a day late fee will be added to your account beginning after 6:00 PM on Tuesday of each week. After acquiring 3 days of late fees, your child/student will be unable to attend class until past due tuition and late fees have been paid.

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**Late Payment Fees:** A late fee of \$5.00 per day starting the date specified in contract.

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**No Part Time Rates:** Full weekly tuition is due each week regardless of child's attendance. This includes absences for any reasons (illnesses and school holidays). MVCA has no part time tuition rates.

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#### Unresolved Payments

Any payment unresolved as a result of failure to pay, returned/declined payment will be turned over to legal and be prosecuted through the local magistrate courts in the county of residence for collection. This will include all court costs and accumulated fees with the unpaid balance.

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#### Returned Check

Any returned check will incur a \$40 return fee, along with any applicable late fees.

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#### Forms of Payment

Payments may be made by: Cash, Check, Credit Card, Money Order, Online Banking, or Employer Direct Deposit. Midland Valley Christian Academy does not accept post-dated checks as payment.

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**Tuition Assisted Programs: Midland Valley Christian Academy accepts tuition assisted programs.**

The parent/legal representative is the full responsible party for the tuition and has to insure that all approved funding is updated and correct. Any balances not paid under the assistance program, is the sole responsibility of the parent/legal representative and must be paid in accordance to the standard tuition terms. All registration fees and/or parent/legal representative co-pays must be established and paid prior to the first day of attendance. Standard weekly billing and payment method terms apply to tuition assisted programs and must be adhered to for attendance.

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**Attendance Policy**

Midland Valley Christian Academy's hours of operation are 6:30 am to 6:00 pm Monday through Friday each week, with the exception of scheduled holiday, inclement weather, and professional development closings. Children are required to arrive to MVCA each day before 9 am. (Arriving before 9:00 is very important. It helps ensure a structured day for your child, reduces disturbances in the schedule of the classroom and assists in several staffing needs). Children must be picked up by 6 pm each day to avoid late fees.

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**Late Pick-Up (starting 6:01 pm )**

\$1/per minute. On your 3rd late pickup within 30 days \$5/per minute will be charged. **Note:** All fees for late pick up must be paid before the next scheduled day of attendance. The student will not be allowed to attend class until fees are paid.

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**Holidays/Closings:** Midland Valley Christian Academy will close during the school year for holidays, inclement weather, and professional development classes. These days are included in the tuition cost and does not constitute a change in scheduled attendance or tuition cost.

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**Holiday Closings:** New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Day After Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a weekend an alternate observation date will be assigned. MVCA will close at 2:00 pm on New Year's Eve. Any week containing one of the above holidays is considered a full week and is payable as such. MVCA may be closed 1 Friday during the year for an Inservice Day.

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**Vacation Week:** No tuition will be charged for a maximum of one vacation week per year (August 1 to July 31). A child must be enrolled a minimum of 90 days prior to using a vacation week. A vacation week is defined as a full calendar week only. Vacation weeks will not be permitted during Thanksgiving, Christmas, New Year's, Spring Break, or July 4th weeks. Vacation weeks are not carried over from one year to the next. A vacation form must be filled out and submitted two weeks before vacation. Failure to submit form will result in not having a vacation week.

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**Illness:** Our program and licensing regulations require us to maintain our staff ratios, based on the number of students scheduled to attend each day. Based on this, we do not give exceptions, discounts, or refunds on tuition days for absences due to illness.

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## 2015-2016

### FINANCIAL CONTRACT

I understand that my child's enrollment at Midland Valley Christian Academy is conditioned upon prompt and timely payment of all tuition and fees (including late fees and penalties).

I, \_\_\_\_\_ the parent of \_\_\_\_\_ agree to pay:

**Weekly**

_____ Infant Tuition	\$149.00	Weekly
_____ Toddler Tuition	\$144.00	Weekly
_____ 2 or 3 Year Old Tuition	\$138.25	Weekly

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_____ Registration	\$100.00	Annually
_____ Supply Fee	\$50.00	Annually

***Discounts—only ONE discount will be given per family***

- \_\_\_\_\_ Multi-Family—10% discount for each additional child
- \_\_\_\_\_ MVCCN Church Member—10% discount
- \_\_\_\_\_ Clergy—10% discount for area clergy members
- \_\_\_\_\_ Active Military—10% discount

\$ \_\_\_\_\_ TOTAL

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***Please Note:***

***Weekly tuition is billed on Wednesday of each week. Parents or Legal Representatives may pay weekly charges Wednesday through the following Tuesday without penalties. A \$5 a day late fee will be added to your account beginning after 6:00 PM on Tuesday of each week. After acquiring 3 days of late fees, your child/student will be unable to attend class until past due tuition and late fees have been paid.***

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**Withdrawal Policy:**

**At the discretion of the School Administrator and MVCA Board, MVCA reserves the right to drop any student for any reason from MVCA, upon a 2 week notice to the parents/legal representatives involved. Likewise, parents may withdraw a student when a written notice of intent to withdraw is received, acknowledged and settled prior to 2 weeks before the last day of attendance. Any unpaid balance on the account will void the withdrawal notice and approval to withdraw will be denied until financial balance is paid in full, whether the student is present or absent during that period. Parent/Legal Representative must make arrangements with the administrative office to clear the balance prior to notice period.**

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Both parents, guardians, or other members responsible for payments should read all the provisions of this Contract, complete the required information, sign and return the Contract to the Midland Valley Christian Academy Administrative Office accompanied by a non-refundable Registration Fee. A student is accepted for enrollment or re-enrollment when the Contract has been delivered to MVCA, countersigned and dated. A copy of the accepted Contract will be returned to the financial obligator. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of the Midland Valley Christian Academy Administration.

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**NOTE:** Signatures to this agreement indicate that you have read, understand, and fully agree to adhere to all terms and conditions as outlined in the Contract. This agreement certifies you are indeed requesting enrollment in Midland Valley Christian Academy and agree to pay all tuitions and fees associated with the enrollment as requested by Midland Valley Christian Academy, in accordance to the set amount and scheduled listed in the contract.

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**PLEASE READ:**

The below referenced Arbitration Clause must be read and signed. This Clause explains Midland Valley Christian Academy's process in handling any circumstance arising due to lack of: accurate, timely, or intent to submit payments, including but not limited to tuition, fees, etc., incurred while enrolled at Midland Valley Christian Academy.

**ARBITRATION CLAUS**

I UNDERSTAND THAT I AM AGREEING AND ACCEPTING TO THESE TERMS AS A LEGAL AND BINDING CONTRACT. I AGREE TO FOLLOW ALL RULES AND REGULATIONS OF THIS CONTRACT REGARDING ADMISSION, ATTENDANCE, TUITION, FEES, AND COMPLIANCE IN ACCORDANCE WITH ENROLLMENT AT MIDLAND VALLEY CHRISTIAN ACADEMY. ON BEHALF OF MYSELF, MY CHILD, AND ANY PERSON'S THAT I GIVE WRITTEN OR VERBAL PERMISSION TO REPRESENT MY ACCOUNT, I AGREE THAT ANY SORT, STATUTORY, OR CONTRACTUAL CLAIM OR DISPUTE THAT MAY ARISE OUT OF SERVICES PROVIDED BY THIS CONTRACT, INCLUDING NON SETTLEMENT OF DEBT, ARE INDEED VALID AND BY RIGHT WILL BE SETTLED BY MEANS OF LOCAL AND/OR JURISDICTIONAL LEGAL ACTIONS, INCLUDING SUBMISSION OF CLAIM THROUGH MAGISTRATE COURT, CREDIT REPORTING, AND ARBITRATION. BY SIGNING THIS CONTRACT, I AGREE TO ALL AFOREMENTIONED TERMS ON BEHALF OF ALL PARTIES INVOLVED.

\_\_\_\_\_  
*Signature*  
S.S. # \_\_\_\_\_ -XX- \_\_\_\_\_ *(required)*

\_\_\_\_\_  
*Print*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*  
S.S. # \_\_\_\_\_ -XX- \_\_\_\_\_ *(required)*

\_\_\_\_\_  
*Print*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Administration*

\_\_\_\_\_  
*Print*

\_\_\_\_\_  
*Date*