



Cross of Hope Elementary School  
6104 Taylor Ranch Road NW  
Albuquerque, NM 87120  
505-897-1832

## Enrollment Contract

### CHILD'S INFORMATION

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Name of last school attended: \_\_\_\_\_  
Dates attended: \_\_\_\_\_ to \_\_\_\_\_  
Last grade completed: \_\_\_\_\_

### PARENT 1 INFORMATION

Name: \_\_\_\_\_  
Cell Ph.: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### PARENT 2 INFORMATION

Name: \_\_\_\_\_  
Cell Ph.: \_\_\_\_\_  
Home Address (If different) \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### HOW DID YOU HEAR ABOUT CROSS OF HOPE ELEMENTARY SCHOOL?

\_\_\_\_ Friend/Family \_\_\_\_ Internet Search \_\_\_\_ NM Kids Ad \_\_\_\_ ABQ The Magazine Ad  
\_\_\_\_ Drove by \_\_\_\_ Other: \_\_\_\_\_



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### CROSS OF HOPE ELEMENTARY SCHOOL ENROLLMENT CONTRACT

This is a legally binding contract. Please read it carefully.

Today's Date: \_\_\_\_\_

This contract is between Cross of Hope Elementary School ("School") and the parent(s) or legal guardian(s) (referred to as "Parent" which term includes the singular or plural as applicable of \_\_\_\_\_ (insert student's name) (hereinafter "Student"). All persons signing this contract are jointly and severally liable for the tuition and fees set forth herein. Parent's signature and/or initials on this Contract evidence Parent's understanding and agreement to the terms of this Contract, as follows:

#### 1. Enrollment:

Student, upon acceptance, will be enrolled for all or a portion of the 2020-2021 Academic Year. If indicated below\*, this Contract covers only a portion of the year with the dates so stated and the tuition shown on the Tuition schedule will be prorated for that period. If Student is accepted, Parent is aware that a final determination of classroom placement will be made by the School in accordance with the School's standard admissions or retention practices and that curriculum changes/decisions are made in the School's discretion. The Contract is valid only for the academic year stated and does not entitle Student to any future enrollment.

\*Portion of academic year for which Student requests enrollment (fill in either "Full Year" or the dates to be attended: \_\_\_\_\_

2. **Registration Fee:**  (Initial(s)) Parent understands that for the School to consider Student's application and to conditionally reserve a place for the Student for the academic year stated above, Parent must submit the original executed Contract, along with a **non-refundable \$150 Registration Fee** made payable to Cross of Hope Elementary School within 10 days of the date of this Contract set forth above.

3. **Instructional Materials Fee:**  (Initial(s)) Parent understands that for the School to purchase the necessary curriculum supplies for the Student's classroom Parent must pay a **non-refundable \$200 Instructional Materials Fee** made payable to Cross of Hope Elementary School by May 1<sup>st</sup> of the previous academic year or at time of enrollment if Student begins mid-year.

4. **Tuition:**  (Initial(s)). Tuition for the 2020- 2021 Academic year is **\$6,400**. There are two payment options for Tuition:

Payment in Full by June 1<sup>st</sup>. A \$200 discount will be applied.

Tuition Payment Plan is completed with FACTS by June 1<sup>st</sup>.

5. **Tuition Discounts:**  (Initial(s)). Student may be eligible for **ONE DISCOUNT**. The COHES Ministry Team and Church Council annually establish these amounts.

\_\_\_\_\_ COH Pre School Student (1<sup>st</sup> year only)

\_\_\_\_\_ Sibling (after 1<sup>st</sup> child)

\_\_\_\_\_ Military

\_\_\_\_\_ COH Church Member



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6. **Tuition Obligation:**   (Initial(s)). Parent understands that Student is being enrolled for the entire School Year or period covered by this Contract. Parent further understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent's execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the Registration Fee set forth in Paragraph 2, Parent becomes liable for the **entire year's tuition and fees as liquidated damages (and not a penalty) even if the Student is withdrawn, absent, or is involuntarily separated from School UNLESS** the Parent terminates this Contract in strict accordance with the termination procedures set forth in Paragraph 7 below (or the School rejects, in its sole discretion, Student's application and unilaterally terminates this Contract). **If student is withdrawn, absent or involuntarily separated, for any reason, including and without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates set forth in Paragraph 7, there will be no refund or reduction of fees or tuition, and any unpaid balance may at the School's election, become immediately due and payable.**

7. **Termination Procedures:**   (Initial(s)). Parent may terminate this Contract submitting a **WRITTEN** Termination Notice to the Director by the dates indicated below (the Termination Date). The Termination Notice must a.) Be dated b.) State the Student's name c.) Provide a reason for the termination of the Contract and d.) be **RECEIVED** by the Director on or before the Termination Date. If such Termination Notice is timely received, Parent will be relieved of all future Tuition obligations. Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands the School will not refund any portion of the Student's Registration Fee or Instructional Materials Fee. The Termination Dates are as follows:

- A. If the Student was enrolled after February 10th (prior to the start of the academic year applicable to this Contract), the Termination Notice in form stated above must be **RECEIVED** by May 15<sup>th</sup>.
- B. If Student is first enrolled on or after June 1<sup>st</sup> (prior to the start of the academic year applicable to this contract), no termination option is available.

8. **Incidentals:** Parent agrees to pay the School for incidental fees, such as After School Care, lunch, field trips, background checks, yearbooks, unreturned library books, etc. charged to the Parent's FACTS account within 30 days of receipt of each statement.

9. **School Rules:** Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School's Parent and Student Handbook and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines.

10. **Support:** Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student's education, being an encourager, and keeping in regular contact with the Student's teachers; and to participate in mandatory meetings called by the School. Parent also agrees to support, to the best of the Parent's ability, the School's entire program through time, attendance at Parent meetings, and participation in School activities.

11. **Termination of the Student's Attendance:** The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent and Student Handbook (or other published document), for reasons that the School administration considers detrimental to the School community, student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).



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12. **Photos and Images:** \_\_\_ YES \_\_\_ NO The Parent agrees to allow the Student's name, photograph, voice, image and information to be used by the School for use in the School's publications, promotion materials, social networks, and website, without compensation and without prior notice. Parent releases and holds the School harmless from any liability stemming from the use of the Student's name, photograph, voice, image or information.

13. **School Directory:** Parent authorizes the School to place family information, including name(s), home address(es), and telephone numbers of Parent, Student, and other children in attendance at the School in a directory of students to be available to School families. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.

14. **Medical Authorization:** If, in the opinion of a properly licensed and practicing physician, Student needs medical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf. Parent hereby releases and holds the School harmless from any liability, which might arise from the giving of such consent.

15. **New Student Transcripts:** If Student is transferring from another school; it is the Parent's responsibility to ensure that the transferring school promptly provides the School with an official transcript.

### 16. Signatures:

\_\_\_\_\_

\*Signature of Parent 1

\_\_\_\_\_

Date

\_\_\_\_\_

\*Signature of Parent 2

\_\_\_\_\_

Date

The person signing below, although not a Parent or Legal Guardian, is agreeing to be responsible for all financial obligations set forth above:

\_\_\_\_\_

\*Signature of Person Financially Responsible

\_\_\_\_\_

Date

### FOR OFFICE USE ONLY:

Class Assignment: \_\_\_\_\_

Date Registration Received: \_\_\_\_\_

Date Book & Supply Fee Received: \_\_\_\_\_

Date Full Tuition Received: \_\_\_\_\_

Date FACTS account Finalized: \_\_\_\_\_

Re-Enrollment (check here): \_\_\_\_\_