



### Contract for Continuous Enrollment, Tuition, and Service Hours

Trinity Lutheran School, 315 Scott St. Monroe, MI 48161 (734) 241-1160

Our Mission- In the name of Christ we will: Equip Individuals to Strengthen Families to Impact the World

Trinity Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics and other school administered programs.

#### Continuous enrollment (Please initial each item)

\_\_\_\_\_ I hereby opt into continuous enrollment. This means that my child/ren will keep coming back to Trinity every year unless I tell the school otherwise.

\_\_\_\_\_ I understand I will be billed a non-refundable tuition deposit per child and that all Trinity families are responsible for non-refundable tuition deposit regardless of scholarship or financial assistance determination.

\_\_\_\_\_ I understand that no child will be enrolled if there are outstanding financial obligations to Trinity School. Individual requests for the waiver of this policy may be brought before the Principal for review and reported to the Senior Pastor for determination of enrollment status.

\_\_\_\_\_ I understand that all financial obligations to Trinity School including tuition, lunch, childcare and athletic fees must be up to date before my child(ren) may participate in athletics, band and any overnight field trips.

#### Tuition Payment Options

- 1) Tuition may be paid in full by August 15 or in ten monthly installments due August 15 – May 15.
  - a) Enrollment of my child may be terminated if **all prior financial obligations** have not been met.
  - b) **Tuition Assistance applications through a designated third-party company are due by April 20 each year.** The adjusted tuition amount based on the Tuition Assistance granted will be paid on the above schedule (see #1).
- 2) Registrations accepted during the school year will be prorated and a payment schedule will be adjusted accordingly. Families will be charged the full month tuition for the month enrolling (Sept. – May), no matter how many days the student is in attendance. Full tuition is divided by 9 months.
- 3) For students leaving before the end of the school year families will be charged the full month tuition no matter how many days the student is in attendance (Sept. – May). Full tuition is divided by 9 months. There is no refund for students leaving in June.
- 4) If an account is past due at the end of the semester, my child may not be allowed to attend class until payment or arrangements for payment are made.
- 5) If an account is past due Student Records will not be released until payment or arrangements for payment are made.

#### Partnership Hours

In addition to tuition, **all** families are asked to volunteer their time to the church and/or school. Families are responsible for keeping an account of their own partnership hours. Partnership hour requirements are included in the Trinity family handbook posted on Trinity's website.

Parent/Guardian(s) (Please Print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**By signing below, I acknowledge that I understand and will adhere to the policy for tuition payment, partnership hours and continuous enrollment of Trinity Lutheran School.**

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date