

**HALIFAX ACADEMY, A CHRISTIAN SCHOOL, INC.**  
1400 Three Bridges Rd  
Roanoke Rapids, NC 27870  
Enrollment Contract for the 2022 – 2023 Academic Year

Parent(s), guardian, trustee, or other financially responsible party must sign on back and return this contract to the school.

Print Name of Parent/Guardian: \_\_\_\_\_

Print Name of Parent/Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Rising Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Rising Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Rising Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Rising Grade: \_\_\_\_\_

In consideration of the acceptance of this enrollment by Halifax Academy, A Christian School, Inc., hereinafter referred to as the Academy, the undersigned agree(s) to pay \$ \_\_\_\_\_ for the enrollment of the above named students. See "Total Column" on tuition schedule.

New applicants must remit the current membership fee before the application may be submitted to the board of trustees for approval. If the applicant is not accepted, the fee will be refunded. The membership fee is a one-time fee per family. The membership fee is not transferable. If the applicant is accepted, the membership fee becomes nonrefundable.

Existing members must be paid in full in order to be allowed to register. Existing members must turn in their enrollment form, enrollment contract, and pay the registration fees by March 15, 2022 or a late registration fee of \$200.00 will be assessed. If existing members register after June 15, 2022, a late registration fee of \$300.00 will be assessed. There will be no exceptions. A place will not be reserved for a student until the registration fees are paid.

Please indicate your preference for tuition payment by circling one of the following. If you do not choose an option, you will be set up on the annual payment option. Annual payers will not be given the option of switching to the monthly payment option.

1. Annual payment option. Registration Fees are due March 15, 2022. Balance of tuition payable in full on or before August 1, 2022. Children of annual payers who are not paid in full by August 1, 2022 will not be allowed to begin the school year. Late fee of \$240.00 will be assessed.
2. Twelve monthly payments of \_\_\_\_\_, January 2022 – December 2022, payable on/or before the last day of each calendar month. Those selecting this option will be charged \$20.00 per month for payments not received on or before the last day of the month. Children of monthly payers who become delinquent will be denied attendance/sports participation. All accounts must be current by first day of school. All accounts must be paid in full by December 31, 2022 or children will be denied attendance for second semester until accounts are settled.

There will be a service charge of 1 ½% per month on all past due balances after December 31, 2022.

I/we understand that:

1. The Academy reserves the right of dismissal. Any pupil who persistently neglects work, who fails to meet academic standards, who exercises poor citizenship, who fails to cooperate, or whose parent(s) or guardian(s) fail to cooperate; will be asked to withdraw from the Academy. Records will be checked at former schools before final student acceptance.
2. Parents and students agree to comply with and be subject to Halifax Academy's rules and policies as set forth in the handbook. The Board of Trustees has the right to suspend or terminate the attendance of any student for failure to comply with the rules and policies of Halifax Academy or for any reason that the Board of Trustees considers detrimental to the school community.
3. If a family member engages in behavior, communications or interactions, on or off campus, that are disruptive, intimidating, or aggressive, or that otherwise interfere with the Academy's educational purpose, the Board of Trustees reserves the right to suspend or terminate the student's enrollment. The administration may also place restrictions on a family member's involvement or activity at school for any reason that the administration deems appropriate.
4. The Academy reserves the right to place applicants in a grade or class section within the grade judged most suitable for his or her level of academic performance.
5. Unless otherwise indicated, the pupil for whom this application is made will be considered capable of full participation in the physical education and sports activities appropriate to his or her grade level.
6. All applications for existing members must be processed by August 1, 2022, to guarantee re-enrollment and to insure re-enrollment for the opening day of school.
7. The child of any member whose indebtedness to the Academy is overdue may be denied attendance/sports participation.

(OVER →)

8. No diploma or school records will be released for a child of any member who is delinquent in the payment of tuition, including work hours.
9. Any suspension, termination or restriction shall be in the Academy's sole discretion. There will be no refund of tuition where a suspension or termination of enrollment occurs after the beginning of the school year. The Board of Trustees also reserves the right to withdraw an offer of enrollment or re-enrollment at any time.

The refund policy applies to every member. All requests for refunds should be in writing. For any member who has prepaid tuition, and whose child/children does/do not start the school year, tuition will be refunded and work hour obligation will be forgiven. However, Halifax Academy will not issue a refund check for hours worked. The refund policy applies to tuition only. Membership, registration, and other fees are nonrefundable. Any member with a child/children attending one day of the first semester is liable for the total tuition for the semester and for all work hours. If the student is withdrawn during the first semester, only the tuition for the second semester will be refunded. Any member with a student attending one day of the second semester is liable for tuition for the entire year.

\_\_\_\_\_ I have read and fully understand the refund policy.  
Please initial

Families must work 27 hours or pay \$540.00. The work period is from January 1 through December 31. The completed work-hours sheet must be submitted to the front office before the close of school in December, postmarked on or before December 31, or dropped in the front office drop box before 10:00 am on the day the school re-opens in January, in order to receive credit for hours worked. This will be added to each member's account balance and will be credited upon the submission of their approved work-hours sheet. Families may work some of the hours and pay for the remainder of the hours. However, only one work-hours sheet will be accepted. Please check one of the following:

- I plan to work
- I plan to pay (add \$45.00 to monthly payment or \$540.00 to annual payment)
- I plan to work some hours and pay for the balance

Each family is required to participate in a fundraiser sponsored by the board of trustees. This fundraiser obligation is not to exceed \$400.00 per family in ticket sales paid to Halifax Academy. All money for this fundraiser is to be paid at the front office no later than May 9, 2023. Failure to meet the due date will result in a \$25.00 late fee. The above named children will not be allowed to attend class, receive report cards, transcripts, or allowed to participate in graduation ceremonies until it is paid in full.

Each family also is required to participate in a fundraiser sponsored by the patron's association. This fundraiser obligation is not to exceed \$100.00 per family in patron's raffle ticket sales and one VikingFest item assigned by patron's (value of \$10) for a total of \$110.00 due by the deadline established by the patron's association. If these requirements are not met, a \$25.00 late fee will be assessed. If not paid by December 31, the above named children will not be allowed to return to class until it is paid in full.

I understand that in signing this enrollment agreement for the coming academic year, I am agreeing to accept on behalf of my children the rules and regulations of the Academy and to be bound by them. I have read and understand the rules and regulations of the academy. If parents are legally separated or divorced, the parent with custody of the child should sign and write N/A in the other space.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Halifax Academy, A Christian School, Inc. 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, scholarship and loan programs, and athletic and other school-administered programs.**