



## Continuous Enrollment Agreement

Christian Academy of Myrtle Beach (herein, after Christian Academy or CA) recognizes the value in a sustained, long-term partnership with families in the education of their children. From the time of admission, your child will be considered enrolled at Christian Academy through their high school graduation unless the office is notified and a withdrawal form is completed or enrollment is discontinued by school administration.

Please take time to fully review this Continuous Enrollment Agreement (CEA), as your signature will confirm your understanding that your student(s) will be continually enrolled at Christian Academy. I understand the term of this agreement is in effect from the date of enrollment, and will automatically renew each subsequent academic year until graduation from CA. This agreement may be discontinued by Christian Academy or by the parent/guardian via a withdrawal form. If my student(s) will not be returning the following school year, I assume all responsibility for notifying CA in writing by February 1st of the current school year. On February 15th my student(s) will be moved to an enrolled status for the next year and the non-refundable, per student, enrollment fee will be billed to my current tuition plan. Students with delinquent accounts (60 days past due) will not be automatically enrolled for the next academic year and his/her seat will not be reserved.

By signing this contract, we agree to the following:

- I/We agree that the term of my student's continuous enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the Christian Academy Withdrawal Form is completed or enrollment is discontinued by CA.
- I/We agree to keep our student's demographic information updated in FACT SIS (formerly known as RenWeb).
- I/We understand that the CA Business Office needs to be notified before February 1<sup>st</sup> each year of any changes in my plans for enrollment of my student(s) and/or any changes to my FACTS payment plan and billing. An updated Financial Commitment Agreement and Tuition & Fee Schedule will be posted on the school website on January 15th each year.
- I/We understand that the enrollment fee will be billed to our FACTS account on February 15th of each year and will continue each subsequent year.
- I/We agree that families NOT planning to return to CA must notify the Business Office via the Withdrawal Form by February 1.
- I/We understand that if notification of intent to NOT return is received after February 1<sup>st</sup> of each year, my family will be contractually obligated to the entire enrollment fee, per student, for the upcoming year.
- I/We understand that if my family's account is not current, my student(s) will not be automatically re-enrolled for the new school year and his/her seat will not be reserved. He/She will not be eligible to re-enroll until the account is current.
- I/We understand that the enrollment fee is non-refundable and non-transferrable.
- I/We agree to the Christian Academy school and financial policies and acknowledge that we will review the CA Family Handbook each year for any changes to those policies.
- I/We agree to fulfill all financial obligations promptly acknowledging that the tuition billing cycle runs June through May thus the first tuition payment is due June 1st.

By signing this, I/we hereby understand that this document is meant to be legally binding and agree to the terms of this agreement.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date