

St. Andrew School

A Catholic and Classical School

STUDENT ENROLLMENT AGREEMENT

ST. ANDREW SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL, OR ETHNIC ORIGIN IN ITS ADMITTANCE POLICIES

Student Name(s): _____

I. GENERAL CONDITIONS

In consideration of the payment of tuition, St. Andrew School (School) agrees, upon the Student's enrollment, that it will endeavor to educate the Student according to the curriculum established by the St. Andrew Board of Directors (Board). The undersigned parent(s) or legal guardian(s) agree to the following terms and conditions.

- A. This Agreement is between the parent(s) or legal guardian(s) of the above-named Student(s) and St. Andrew School. It is not binding on the School until executed by the Principal or his/her representative. St. Andrew School is a private school, owned and operated by St. Andrew School, Inc. a non-profit corporation, incorporated under Montana laws in 1996.
- B. The School reserves the right to accept or reject students for enrollment or re-enrollment, notwithstanding the execution of this Enrollment Agreement.
- C. In the event that the School is unable to provide or continue its education services to the student for any cause, the School will not be liable for claims for any costs or expenses incurred as a result.
- D. Parent(s)/guardian(s) will contact the Principal immediately if they are unable to pay the monthly tuition (as described in the Tuition and Fee Schedule for the academic year covered by this agreement). If a parent/guardian is more than 30 days late on a tuition payment, the School may not allow the Student to attend.
- E. Execution of this Agreement with St. Andrew School is a commitment to pay the tuition for the entire school year for the Student(s), or the adjusted amount due to discounts resulting from any financial aid awarded to the Student or should the Student begin attending the School mid-school year. **At a minimum, one academic month of tuition is due upon signing this Agreement (10% of annual tuition) – to be paid by August 1st or on the date when the student enrolls in the School.**
- F. The tuition refund policy for early withdrawal of a student from the School is as follows:
 - o Withdrawal before August 1st of the academic year: Parents or Guardians paying tuition and fees for the student will be released from the terms and conditions of this Agreement except for nonrefundable fees and 10% of annual tuition (1 academic month).
 - o Withdrawal on or after August 1st of the academic year: Parents or Guardians paying tuition and fees for the student will be released from the terms and conditions of this Agreement, except for nonrefundable fees and tuition according to the table below.

Month of Withdrawal	% Tuition Due
August	20
September	30
October	40
November	50
December	60

Month of Withdrawal	% Tuition Due
January	70
February	80
March	90
April	100
May	100

Exceptions to this refund policy may be considered under the following circumstances and will be evaluated by the Board on a case-by-case basis:

- Catastrophic events within the immediate family of the student, such as loss of job or serious illness.
- Moving outside of the greater Helena area (beyond a 30-mile radius around St. Andrew School).

A request for refund of tuition payments should be submitted in writing to the Board (email is acceptable). No fees are ever refundable. The Board shall have sole discretion in determining if the situation warrants a refund of tuition and the amount of the refund. Should a student withdraw from St. Andrew, student records will not be forwarded to any other school until any tuition, fees, and/or fines are paid in full.

- G. The religious education program is based on the Catechism of the Catholic Church. Students who are non-Catholic are not excused from participating in the religious education program. All students must attend Mass and/or Chapel services, but must maintain respectful silence if their own religious beliefs do not permit them to actively participate.
- H. Students will be expected to treat other students with respect and to abide by the St. Andrew Student Handbook. Students who repeatedly break school rules or have failing grades will be expelled, following meetings with the Parents and/or Guardians to discuss specific situations.
- I. It is the responsibility of the Student and Parent/Guardian to routinely monitor the Student's grades and progress through the FACTS Family Portal. Whenever a problem is identified by a teacher or administrator, the Parent/Guardian agrees to schedule a meeting with the teacher to discuss such shortcomings.
- J. Parents agree to support the mission and policies of the School.
- K. As indicated above, St. Andrew School is operated by St. Andrew School, Inc., a private, not-for-profit Montana Corporation. The mission and policies of the School, specifically including matters relating to curriculum, employment, and assignment of faculty and operation of the School are established by St. Andrew School, Inc., through its Board, Agents, and Principal. Parents have the right to raise concerns for the Principal's or the Board's consideration in the manner described in the Parent/Student Handbook. It is understood the Board's decisions on policy matters are not subject to appeal.
- L. This enrollment agreement incorporates, by reference, the policies and procedures described in the current Parent/Student Handbook, but otherwise constitutes the complete Agreement between the Parents/Guardian and St. Andrew School.
- M. The Parents/Guardian acknowledge receipt of a copy of the current Parent/Student Handbook. The School will promptly notify Parents/Guardians of any changes to the handbook.
- N. The Parents/Guardians acknowledge that the Catholic Bishop of Helena has recognized St. Andrew School as an Independent Catholic School. This recognition does not mean that St. Andrew School is owned or operated by the Roman Catholic Diocese of Helena, nor by any parish of the Diocese of Helena. St. Andrew School recognizes the Bishop's pastoral authority, but remains a separate corporation for all purposes under Federal and State law.
- O. No representations have been made concerning the accreditation of St. Andrew School, its relationship to the Catholic Church, or any other matter that is not specifically addressed in this Enrollment Agreement or in the Parent/Student Handbook, as in effect on the date the Parents/Guardians sign this Agreement.
- P. In any civil action is undertaken to enforce any provision of this Agreement, the prevailing party shall be entitled to collect from the losing party all costs allowed by law, including reasonable attorney fees and the costs of using a collection agency, if applicable.
- Q. Grades 9-12: The Emerald Isle Auction Fundraiser occurs the last Saturday in February. As part of their service requirement for graduation, it is understood that upper school students (Grades 9-12) are obligated to help with serving and clean-up during the evening of this event.
- R. Parents/Guardians understand that Students spend many months preparing for the Christmas program which takes place the afternoon or evening of the last day before Christmas break and agree they will make every effort to have their students in attendance for this event.

- S. St. Andrew School may develop a comprehensive plan in an effort to reduce or control the spread of communicable diseases during public health crises. Parents/Guardians understand that the School cannot completely control such circumstances and will release the faculty, staff, School, and any volunteers from claims of injury or damage due to such events.

- T. The School's duties and obligations under this Agreement may be suspended or terminated immediately without notice during all periods that the School is closed or its operations restricted because of events including, but not limited to, any fire, act of God, war, governmental action or restriction, act of terrorism, epidemic, pandemic, earthquake, flooding, casualty to the facilities, or any other event beyond the School's control. If such events occur, the School's duties and obligations in this Agreement may be postponed until such time as the School, in its sole discretion, may safely reopen or resume operations. In the event that the School cannot resume operations due to such an event or its residual effects, under this clause, the School is under no obligation to honor any terms or conditions of this Agreement

II. FEES AND TUITION

This Agreement confirms the commitment of the Parents/Guardians to pay tuition to the School in return for reserving a place for the Student for the current academic year. Parents agree to pay all tuition and fees according to the Tuition and Fee Schedule for the academic year covered by this Agreement.

III. SIGNATORY

Parent/Guardian:

Printed Name: _____

Signature: _____

Date: _____

Principal (or Representative)

Printed Name: _____

Signature: _____

Date: _____

St. Andrew School

AUTHORIZATION AGREEMENT FOR DEBIT TRANSACTION

Use this form to sign up for automatic payments from your bank account

I (We) hereby authorize St Andrew School to initiate debit entries to my (our) **bank account** listed below:

Bank name _____ Routing Transit _____

Account Number _____ Checking _____ OR Savings _____

St Andrew School shall initiate regular and recurring debit entries to the account identified above on the 1st day of each month, beginning after the date of this authorization, and continuing through date specified, based on payment plan.

The amount of each entry, and the beginning month, are specified below:

Amount _____ 10-month plan: Beginning: _____ August 1, 2022, through May 2023

OR

12-month plan: Beginning: _____ July 1, 2022, through June 2023

This authorization remains in force for the entire school year, until St. Andrew School has actual receipt of written notice from me (or either of us) terminating this authorization. If St. Andrew School receives written notification terminating this authorization by the 20th day of a given month, the termination will be effective on the first day of the next month. If St. Andrew School receives the written notification terminating this authorization after the 20th day of a given month, the termination will be effective on the first day of the second month beginning after St. Andrew School receives the written notice.

I (we) understand that failure to ensure sufficient funds to cover the debit of my (our) account for the amount listed above is sufficient cause for termination of this agreement by St. Andrew School. The entire tuition balance shall then be immediately due and payable. An additional charge for \$20.00 may also be assessed to my billing account, and subsequently charged to by bank account in such circumstances.

Signed: _____ Date: _____

Printed Name : _____

Signed: _____ Date: _____

Printed Name : _____

St. Andrew School

TERMS OF PAYMENT

Payment options include cash, check, automatic pay or credit card (fee of 3.75)

_____ I (We) will pay tuition and fees in full by August 1, 2022

_____ I (We) will pay fees in full by August 1, 2022,
but I request to pay my tuition in 10 monthly installments, beginning on Aug 1st 2022, through May 1, 2023

_____ I (We) will pay fees in full by August 1, 2022,
but I request to pay my tuition in 12 monthly installments, beginning on July 1st 2022, through June 1, 2023

Signed: _____ Date: _____

Printed Name : _____

Signed: _____ Date: _____

Printed Name : _____