



# Cretin-Derham Hall

## CONTINUOUS ENROLLMENT CONTRACT

Name of Student: \_\_\_\_\_ Grade 2021-2022: \_\_\_\_\_  
First Middle Last

**Parent/Guardian Information** – Both parents are responsible for full tuition payment. If the student is in a single parent household and/or only one parent is assuming full responsibility for tuition, only one signature is required. Parents/Guardians who wish to split responsibility for tuition, **please see information on page 2 (back) of this contract.**

Parent/Guardian 1	Parent/Guardian 2
Name:	Name:
Address:	Address:
City, State, Zip	City, State, Zip
Preferred Email	Preferred Email
Phone <span style="margin-left: 150px;"><input type="checkbox"/> Mother</span> <span style="margin-left: 20px;"><input type="checkbox"/> Father</span>	Phone <span style="margin-left: 150px;"><input type="checkbox"/> Mother</span> <span style="margin-left: 20px;"><input type="checkbox"/> Father</span>

### CONTINUOUS ENROLLMENT

**This is a Continuous Enrollment Contract. The term of my student's Continuous Enrollment begins with this signed Enrollment agreement, and thereafter continues automatically for students in good standing through completion of grade 12 or until the official cancellation or withdrawal procedures are completed as stated herein. By signing and returning this contract to Cretin-Derham Hall, the parties entering this contract acknowledge their contractual obligation and agree to pay the annual tuition as designated by the school plus any related fees in full.**

Notwithstanding the automatic re-enrollment of students in this Continuous Enrollment Contract, Cretin-Derham Hall retains the right, at its sole determination, to expel, dismiss, or otherwise terminate this Continuous Enrollment Contract and my student's enrollment or re-enrollment at any time.

**2021-2022 TUITION \$14,765**

I (we) agree to pay the required tuition listed above and the fees as specified below. The tuition amount for each enrollment year will be billed starting in July 2021 and continuing for the entire period of continuous enrollment. **Please select one payment and one due date option** listed below. The payment and due date options will be in effect during the entire period of continuous enrollment unless a written request is made to the Business Office.

**I (we) understand that Cretin-Derham Hall has the right to adjust annual tuition and fees (announced every January), and such adjustments will be a part of this Continuous Enrollment Contract.**

#### Payment Option

- ANNUAL PAYMENT
- TRIMESTER PAYMENT (July, November and March)
- MONTHLY PAYMENTS (July to June for grades 9-11 and July to May for grade 12)

#### Due Date Option

- 15<sup>th</sup>
- 30<sup>th</sup>

For families choosing the monthly installment plan, payments will be withdrawn electronically from your bank account on the due date you selected above. New families must complete the Automatic Clearing House (ACH) Enrollment form and return it with this contract. ACH enrollment is optional for families choosing the annual or trimester payment plan. The banking information provided during the initial enrollment process will be utilized to process all payments during the entire period of continuous enrollment unless a written request for a banking change is made to the Business Office.

In addition to the tuition above, the fees outlined below will be charged to your tuition account annually. All fees that will be charged for a school year will be outlined in the annual tuition letter sent in January.

- **Registration deposit** is due with this Continuing Enrollment Contract and then will be billed every March to your tuition account. The registration deposit will be deducted from the annual tuition that will be billed.
- **Other fees** such as Technology, Retreat, PSAT, AP and PSAT test fees, Graduation, Studio Art and Elective Computer Courses and miscellaneous field trips will be billed as outlined in the annual tuition letter.

**Split Tuition Arrangement** – only complete if you will be splitting your students tuition with another person. Both parties **must** complete their own Continuous Enrollment Contract. Your student will not be considered enrolled until we have received both contracts.

Percentage of tuition and fees being paid:       by you: \_\_\_\_\_%       by another party \_\_\_\_\_%

Additional Party Billing Name: \_\_\_\_\_ Relation to student: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Preferred Email \_\_\_\_\_ Phone: \_\_\_\_\_

### **CANCELLATION PROCESS AND RELATED TUITION PAYMENTS**

**Enrollment for the next enrollment year will occur automatically and families will be responsible for tuition according to the withdrawal schedule below, unless written email notification of cancellation is provided to the following prior to July 16:**

Admissions Director, Sean Van Gemert (svangemert@c-dh.org);  
Director of Finance, Lisa Prescott-Williams (lwilliams@c-dh.org)

Release from tuition payments (adjusted for any tuition assistance) and contractual obligations are as follows:

- If notification of cancellation is received by Cretin-Derham Hall prior to July 16, the student will not be enrolled at Cretin-Derham Hall for the next enrollment year, and no tuition for the next enrollment year will be charged.
- Withdrawal on or after July 16 until school starts: tuition for enrollment year will be charged at 25% of contract amount.
- Withdrawal after start of school year: if you start a trimester you will be charged the full contract amount for that trimester.

The above schedule is effective, whether the withdrawal is for expulsion, dismissal, transfer, or otherwise. Under any withdrawal circumstance, the registration deposit is non-refundable and will not be pro-rated.

### **TUITION POLICY**

- The following policy applies to delinquent tuition. Only the President and Director of Finance may approve, in their sole discretion, exception to this policy. If tuition cannot be paid on time, you must communicate with the President or Director of Finance in writing to prevent enforcement of the delinquent tuition procedures. Any such exceptions will be provided in writing by the President or Director of Finance.
  - Students with delinquent tuition may not be permitted to begin a trimester.
  - Students with delinquent tuition will not receive their report cards.
  - Students with delinquent tuition at graduation may not be able to participate in graduation activities and will not receive their diplomas or final transcripts until their tuition is paid in full.
- Past due accounts are subject to an interest charge of 8% APR.
- Checks and ACH payments that do not clear the bank may be charged a NSF fee.
- Students may be charged for other miscellaneous fees (e.g. iPad damages, lost books etc.).
- Accounts requiring collection action will be liable for attorney fees and costs.

### **ACKNOWLEDGEMENT**

I have carefully read, fully understand, and will abide by all the terms of this Continuous Enrollment Contract. Each signor is jointly and severally responsible for all amounts due under this Continuous Enrollment Contract.

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Parent 1 Signature and Date

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Parent 2 Signature and Date