

CONTRACT PROVISIONS

In this contract between Capital Christian School and the parents or guardians of the students listed herein, I enroll these students for the academic year stated with the following agreements and policies.

BILLING POLICY

- K-12th grade tuition is based on an annual amount and if paid in full on or before July 2nd received a 2.5 % discount. The other options are a ten (10) month payment plan beginning August 1st and ending May 1st or a twelve (12) month payment plan beginning June 1st and ending May 1st. Extended Daycare is billed monthly September 1st - May 1st. All late payments made after May 10th must be made in cash or with a cashier's check/money order. **All** accounts must be paid in full by **May 15th**.
 - Preschool is a 12-month program based on an annual tuition and billed in equal monthly amounts August 1st to July 1st. There is no compensation for unused days and no switching of attendance days during the school week.
 - After school begins, new students enrolling on the 1st - 15th of any month will be required to pay the full month's tuition at the start. Those enrolling after the 15th of the month will pay one-half month's tuition at the start.
 - If your child(ren) will be using daycare, (Grades K-8 before & after school), please check the appropriate box on the Enrollment Contract. **Full-Time** use: 11 days or more per month will be billed in advance on a monthly basis September - May.
 - Statements will be emailed out on the 20th of each month for the following month.
 - Payments are due in advance on the 1st and considered late if received after the 10th, whether you receive a statement or not.
 - A late charge of \$25 will be assessed on all late payments. Payments must be received in the Tuition/Billing Office no later than the 10th of the month to avoid late fees.
 - If payment is not received by the 25th of the month, a letter **may** be sent with the following options: (1) bring the account current; or (2) make arrangements in writing with the Operations Officer; or (3) withdraw child(ren). Any exception must be approved by the Tuition/Billing Office **before** the 25th of the month. If these options are not taken, your child(ren) will not be allowed to continue after the 24th of that month until full payment is made. If the tuition payment for the month of May is not received by May 11th, a letter may be sent with the above options. Any exception must be approved by the Tuition/Billing Office before the 15th of May. If these options are not taken, your child(ren) will be not allowed to continue after the 15th of May until payment is made. It would be our hope, at this point, that action to pay this bill would keep us from having to take any further steps to collect. In the event that an account should remain delinquent, the school reserves the right to turn the account over to a professional agency for collection.
 - A penalty fee of \$25 will be assessed on all checks and bankcards returned by the bank for any reason. **Re-payment** of the returned check or bankcard must be made **by cash, cashier's check, or money order**.
 - All payments, including registration fees, will be applied to the oldest balance.
 - Enrollment will not be permitted under any circumstances if account is not paid in full.
1. School Withdrawal Procedures:
 - Preschool Procedures
Two weeks notification is required for withdrawal from Capital Christian Preschool. If it becomes necessary to withdraw a student from Capital Christian Preschool, the parent or person responsible for the account must complete a withdrawal form available in the school office. Withdrawals occurring on or before the 15th of the month will be charged one-half month's tuition. Withdrawals occurring on or after the 16th of the month will be charged tuition for the entire month.
K-12 Procedures: Tuition for withdrawals during the school year will be billed as follows: A two week notice is REQUIRED. Tuition will be calculated on a per diem basis for days enrolled, taking the two week notice into consideration.

2. I give my permission for my child(ren) to take part in all school activities including sports and school-sponsored trips away from the school premises. If it should become necessary for my child(ren) to receive medical treatment for any reason during any of these activities, I authorize school personnel to make arrangements for my child(ren) to receive medical care, including required transportation. I understand that my medical insurance acts in a primary position and I agree to bear all costs incurred. I hereby release Capital Christian Center and its staff from any liability related to personal damage or injury. Furthermore, I take full responsibility for my child(ren)'s actions and will pay for any damages caused by my child(ren).
3. I agree to live within the framework of the school's standard of conduct as stated in the school handbook. I have read the student handbook and agree to support the school in enforcing its policies and rules.
4. The school has full authority to discipline my child(ren) in a reasonable manner, when necessary. I further agree to cooperate and discipline my child in the home as needed. If after reasonable effort has been made to discipline my child in a constructive framework based on biblical principles, and assist in his/her academic adjustment, and he/she does not comply with the standards of school, I agree to withdraw my child(ren) at the request of the school.
5. Capital Christian School has a non-discriminatory racial policy and admits students of any race to all rights, privileges, and activities made available to all students. The administration, however, reserves the right to refuse the admission to anyone unwilling to comply with the school's regulations, or unable to achieve the school's regulations, or unable to achieve the school's level of academic standards.
6. Mediation/Arbitration Agreement:
The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in the conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the school relationship, including statutory claims, shall be settled by biblically-based mediation.
If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to a panel of three independent and objective arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator (unless the parties mutually agree to the use of only one arbitrator). The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries of Billings, Montana [(406) 256-1583] shall be asked to provide the name of a qualified person who will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the "Rules of Procedure for Christian Conciliation" contained in the Peacemaker Ministries booklet, Guidelines for Christian Conciliation. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the school relationship or this agreement and expressly waive their right to file lawsuits against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses. (If the parties mutually agree to use only one arbitrator, each party shall bear the cost of one-half of the fees, costs, and any other arbitrations expenses.)
7. I have read the terms stated in this agreement and I affirm my support of all of the school's policies.