

# ENROLLMENT CONTRACT

*Parents, guardians, and other individuals, including students who have reached the age of majority (18 years and older), who are responsible for the payment of tuition and fees must read all of the provisions of this contract, provide the required information, sign the contract, and return it to the Business Office.*

Student's Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

## CONTINUOUS ENROLLMENT

Wheaton Academy offers continuous enrollment, which means this enrollment contract will be effective on the date of execution and automatically will renew each school year until the student graduates from Wheaton Academy. The undersigned agrees to be bound by the provisions of this contract.

## ENROLLMENT AND REENROLLMENT DEPOSITS

For new students, the initial enrollment deposit of \$ \_\_\_\_\_ is due upon execution of this contract.

For current students, reenrollment deposits are established annually, and families are notified in January of the amount, which is due on or before March 1 for the upcoming academic year. The reenrollment deposit will be applied toward tuition for the upcoming academic year.

Enrollment and reenrollment deposits are nonrefundable.

## TUITION & FEE

The Wheaton Academy Tuition & Fee Schedule is available on the Wheaton Academy website. Tuition and fees are subject to change annually. Tuition and fees for the following school year are posted on the website and OnCampus in December of each year.

## TEXTBOOKS

The undersigned will be given the opportunity to participate in a book rental service, separate and apart from this Enrollment Contract. Information and a separate agreement will be sent to families by mid-July. Upon signing up for the book rental service, the fee is non-refundable. Families will have the choice to opt-out of the book rental service and, instead, be responsible for acquiring the required textbooks prior to the first day of classes.

## TUITION PAYMENTS

The undersigned agrees to timely pay the required total tuition and fees for each corresponding academic year, subject to all changes, and any additional fees incurred in consideration of the educational, spiritual, and social benefit provided to the student.

Tuition payments are collected by Smart Tuition on behalf of Wheaton Academy. The undersigned agrees to enroll in Smart Tuition before June 1, or before their student may register for classes, whichever comes first.

Wheaton Academy offers three tuition payment options:

1. **Payment in Full:** Due on or before June 5.
2. **Bi-annual payments:** Due on or before June 5 and December 5.
3. **Monthly payments:** Due monthly from June through May, on the 5th day of the month. Prior to the first day of school, 25% of tuition and fees must be paid in order for any student to participate in classes.

In the event of a divorce, the undersigned is responsible for providing Wheaton Academy with official documentation stating the portion of tuition and fees each parent is responsible to pay. Each parent will be required to sign an enrollment contract for their portion of the tuition and fees.

There is no reduction in tuition and fees due to a student's inability to attend school because of illness, vacation, bad weather, suspension, expulsion, or during any provision of remote instruction, or for any other reason.

### LATE PAYMENTS

Late fees are charged for payments that are not made by the due date. Late fees will be assessed by Smart Tuition, at a rate of \$40 or 1% of the balance due, whichever is greater. If a family has difficulty meeting its tuition payment obligation, it is the family's responsibility to contact the Wheaton Academy Business Office to discuss this difficulty and to reach a mutually agreed upon course of action. When any tuition or fee account becomes past due for a period of 90 days from its due date, the student may be prohibited from attending and participating in classes and attending and participating in extracurricular activities until the delinquency is cured. If the delinquency is not cured within the agreed upon timeframe, the student will be dis-enrolled from Wheaton Academy.

Tuition must be current before the student may participate in a Wheaton Academy trip requiring a family contribution (including Winterim trips, Senior trip, and co-curricular trips). Payments made to Wheaton Academy trips will first be applied to outstanding tuition and fee amounts.

Official and unofficial transcripts and graduation diplomas will be withheld for the graduating student until all unpaid tuition and fees are received. Official transcripts will be withheld for transferring students until all unpaid tuition and fees are received.

### CONDITIONS OF ENROLLMENT

- Acceptance of an Application for Admission.
- Successful completion of the current academic year and no adverse recommendation from the Principal.
- All tuition payments must be received by Smart Tuition on or before each due date, and the previous year's tuition and fees must be paid in full.
- The student and the student's family agree to comply with, and be subject to, Wheaton Academy's rules and policies, including but not limited to those set forth in the [Student Handbook](#) and any applicable amendments made to the Student Handbook during the course of the school year. The undersigned acknowledges that their family has reviewed, understands, and agrees to abide by Wheaton Academy's academic support philosophies, which can be found at [families.wheatonacademy.org/student-services/academic-support/](https://families.wheatonacademy.org/student-services/academic-support/).

### ACADEMIC YEAR

The academic year is from August 1 to July 31. Second semester is considered to begin on January 1. Tuition under this Contract is annual and applicable to the regular school year, it does not include tuition for summer academy.

### WITHDRAWALS

In the event that a family wishes to withdraw from Wheaton Academy and terminate this contract, the following withdrawal penalties are applicable.

- Withdrawal on or before June 5, any tuition paid, less the enrollment or reenrollment deposit will be refunded. The enrollment or reenrollment deposit will not be refunded.
- Withdrawal after June 5, and on or before July 1, the undersigned is responsible for 12.5% of total tuition and all fees.
- Withdrawal after July 1 and before August 1, the undersigned is responsible for 25% of total tuition and all fees.
- Withdrawal on or after August 1, and before November 1, the undersigned is responsible for 50% of tuition and all fees.
- Withdrawal on or after November 1, and before January 1, the undersigned is responsible for 62.5% of total tuition and all fees.
- Withdrawal on or after December 1 and before January 1, the undersigned is responsible for 75% of total tuition and fees.
- Withdrawal on or after January 1, the undersigned is responsible for 100% of tuition and fees. No refunds will be provided.

Exceptions to the above refund policy may be made in certain circumstances, including:

1. Family has relocated further than 50 miles from the Wheaton Academy campus.
2. Student has been asked to withdraw by Wheaton Academy.
3. Student has a physician-documented medical reason for withdrawal.

Decisions regarding tuition obligations will be determined on a case-by-case basis where the withdrawal is secondary to an illness or hardship.

**STUDENT ACCIDENT INSURANCE**

Wheaton Academy does not provide student accident insurance.

**COMMUNICATION**

Wheaton Academy's primary method of communication with families is through email. Each family is responsible for providing Wheaton Academy with at least one current email address for regular review of all correspondence from Wheaton Academy.

**ALTERATION OR AMENDMENT**

No amendment to this contract and no alteration or addition to the printed terms hereof will be effective without the express written approval of the Wheaton Academy's Board of Trustees. The terms of this contract are subject to change upon notice to the undersigned.

**Accepted:** Signatures (only one signature required)

\_\_\_\_\_  
*Father*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mother*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Legal Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student (if over the age of 18)*

\_\_\_\_\_  
*Date*