

# Monroe Academy

Enrollment Contract  
2023-2024

**This contract must be returned to the office by: 4/13/23**

Student Name(s)

- |          |                            |
|----------|----------------------------|
| 1) _____ | Grade for 2023-2024: _____ |
| 2) _____ | Grade for 2023-2024: _____ |
| 3) _____ | Grade for 2023-2024: _____ |
| 4) _____ | Grade for 2023-2024: _____ |

In consideration of the acceptance, enrollment and placement in class of the above-referenced student or students by Monroe Academy, the undersigned agrees to pay the full year's tuition<sup>1</sup> as specified by one of the five options listed below and to the following terms and conditions:

1. This contract offering is for the 2023-2024 school year only. Re-enrollment for subsequent years is subject to both annual academic achievement and social behavior reviews. I have read the Monroe Academy handbook and agree that as parent or guardian our student and I will abide by it and act in a manner consistent with it. By extending this contract, Monroe Academy makes no representation or agreement that a contract will be offered for any subsequent school year. Monroe Academy reserves the right to decline services to a family based off the academic performance of students within said family. Monroe Academy does not offer special education services.

2. The enrollment agreement is for the full year, and the obligations to pay for the full year is unconditional, without reduction or remission of tuition or fees as a result of absences, withdrawal or dismissal of a student. Even though the tuition and fees may be paid in installments, this does not constitute a fractional contract.

3. Monroe Academy's duties and obligations under this contract shall be suspended immediately without notice during periods that the School is closed

---

<sup>1</sup> A copy of this year's tuition schedule is attached to this agreement and incorporated by reference.

because of “force majeure” events including, but not limited to any fire, act of God, war, governmental action, act of terrorism, epidemic, pandemic, natural disaster, or any other event which is beyond the School's control. In the event Monroe Academy shall be forced to temporarily close due to force majeure, the Board of Directors shall as soon as practicable evaluate the potential length of closure. If, in the Board's sole discretion, the expected closure will be for such an extended period that it becomes unfeasible to continue charging tuition, the Board may elect to suspend tuition payments in full or in part until Monroe Academy can resume operation.

4. If this contract and the registration fee are not received by the due date, Monroe Academy reserves the right to offer a contract for this place to another student.

5. Monroe Academy retains the right to use any photography and video of school activities and students (both candid and prearranged) for promotional, publicity, advertising, and marketing purposes. No additional notification is deemed necessary with signing of this contract. By signing this contract, I also agree to allow the school to publish my name, address, and telephone number in the school directory.

6. This signed contract also verifies that all rules and procedures outlined in the student handbook are accepted by parents.

7. Payment Options (**initial by one in EACH column**)

Choose one in this column:

Choose one in this column:

a. One Payment \_\_\_\_\_

f. ACH (1<sup>st</sup> of month) \_\_\_\_\_

b. Two Payments \_\_\_\_\_

g. ACH (10<sup>th</sup> of month) \_\_\_\_\_

c. Four Payments \_\_\_\_\_

h. ACH (20<sup>th</sup> of month) \_\_\_\_\_

d. Ten Payments \_\_\_\_\_

e. Twelve Payments \_\_\_\_\_

8. Monroe Academy's fiscal year is June 1 through May 31; tuition payments are therefore made on the same basis.

9. Tuition is due on the first day of the month and is delinquent after the 10th. Statements are only mailed to past due accounts. There is a \$30.00 late fee for delinquent accounts. A \$50.00 fee will be charged for returned checks.

10. If an account is ninety days past due, a student may not (1) enroll in school, (2) enroll during registration for the new school year, or (3) return for second semester; however, the undersigned's obligation for tuition and fees as outlined herein shall remain in effect. In the event this default is cured during a semester, then the student or students may be allowed to enroll at the sole discretion of the headmaster.

11. It is agreed that in the event the undersigned shall fail to pay any one of the installments as elected in Paragraph 7 herein, then all the remaining installments shall at once become due and payable and Monroe Academy may treat them as due and payable without further notice to the undersigned.

12. School policy requires that the full financial obligation for the current year be met before an enrollment contract is offered for the following year. The school reserves the right to withhold examinations, grades, transcripts and/or diplomas for sake of unpaid tuition and fees. Written acceptance of this contract includes the obligation to pay any costs that the school may incur to collect past due tuition and fees, including, but not limited to, the payment of reasonable attorney's fees and all costs incurred by Monroe Academy to enforce the performance of any provisions of this agreement.

13. It is agreed between the parties that any suit filed or court proceedings instituted in any way relative to this agreement or to enforce any provision of this agreement shall be brought in the appropriate court in Monroe County, Alabama and shall be controlled pursuant to the laws of the State of Alabama.

14. It is further agreed that Monroe Academy, its officers, directors, agents, or employees shall, at their sole discretion, communicate with the parents in a manner that they deem appropriate. They may call any phone number believed to be associated with the parents, email or send letters to the address appearing on this contract.

15. I affirm that I am the parent or legal guardian of the student(s) named and hereby request enrollment to Monroe Academy. I understand that enrollment is contingent upon the satisfactory completion of current grade requirements, both academic and disciplinary, payment of required fees, and submission of this signed

contract. I further understand that each student will be assigned to a classroom and teacher based on the educational needs of the student.

16. When you sign and return this contract you agree to pay all tuition and fees for the full academic year. To cancel this contract, the school must receive written notification that the student(s) will not be attending before July 1.

**Please include a NON-REFUNDABLE deposit of \$225 with this signed contract. ALL families (current or new) will be placed on ACH!**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

Phone Numbers of Parents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email Addresses of Parents:

\_\_\_\_\_  
\_\_\_\_\_

Address(es) of Parents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accepted by:

\_\_\_\_\_

\_\_\_\_\_  
Date

Robin Thames  
Signature for Monroe Academy  
Bookkeeping

# Monroe Academy Tuition/Fee Schedule 2023-2024

	<u>Yearly</u>	<u>12 Months</u>	<u>10 Months</u>
K-3 Full Day* (8:00-3:00)	\$4,250		\$425.00
K-4 Full Day* (8:00-3:00)	\$4,250		\$425.00
1 Child * (K5-12)	\$4,250	\$354.17	\$425.00
Two Children* (K3-12)	\$6,810	\$567.50	\$681.00
Three Children* (K3-12)	\$8,760	\$730.00	\$876.00
Four Children* (K3-12)	\$10,115	\$842.92	\$1011.50

\*\* ACH payments are now offered on either the 1<sup>st</sup>, 10<sup>th</sup> or 20<sup>th</sup> of every month only \*\*  
 \*\*\*A day will be scheduled for everyone to come sign their individual tuition schedule\*\*\*

**Please complete the attached ACH  
paperwork and return with your contract**

All tuition is due on the first of each month and considered delinquent on the 10<sup>th</sup> unless set up on ACH payment system. (\$30.00 late fee applies after the 10<sup>th</sup>)

1. **Pre-Registration Fee (per family/per year):** A **NON-REFUNDABLE \$225 Pre-Registration Fee** is due each spring with every contract submitted for current families of Monroe Academy. This payment will be applied to your academic fees every year. The fee is non-refundable unless a family is not approved for membership.
2. **Entrance Fee (one-time family fee):** An Entrance Fee is paid by all families from K4-12<sup>th</sup> grade. This fee can be paid in a \$500 lump sum or \$250 down with the balance payable in ten (10) monthly payments of \$30 during current year. This fee will not be prorated based on start date.
4. **Academic Fees (K4 – 12):** first child \$700.00, \$300.00 per additional child
5. **K3 Fees:** \$60.00 per child
6. **Preschool Food Fee:** \$300 per child (K3, K4)
7. **Technology Fee:** \$25 per student (K3-12)
8. **Driver's Education Fee:** \$200.00 per student (2<sup>ND</sup> SEMESTER 10<sup>TH</sup> GRADE YEAR)
9. **BUILDING FUND: \$50.00/FAMILY/YEAR**

**DAYCARE IS CHARGED SEPARATELY AND MUST BE PAID THE FRIDAY BEFORE THE WEEK YOUR CHILD WILL ATTEND.**

\*represents tuition only...fees are in addition to tuition amounts

