

Orangeburg Preparatory Schools, Inc.



Upper Campus
2651 North Road NW
Orangeburg, S.C. 29118
Phone: (803)534-7970
Fax: (803)535-2190

Lower Campus
168 Prep Street
Orangeburg, S.C. 29118
Phone: (803)536-3000
Fax: (803)535-2328

Website: orangeburgprep.com
E-mail: office@orangeburgprep.com

February 11, 2010

Dear Parents,

Orangeburg Preparatory Schools, Inc. continues to strive for excellence in all endeavors. Our faculty and staff work diligently towards the goal of providing a quality education to our children.

While we know that the costs associated with running our school continue to increase, we understand there is a need to keep tuition reasonable. A year ago, given the uncertain economic times, it was decided that there would be no tuition or salary increase for the current school year. However, for the school year 2010-2011, in order to treat our staff and teachers fairly and to continue making investments in our school, we are obliged to have a small increase in tuition. If you choose to pay monthly, you will notice a slight increase in the monthly payments. We are continuing the policy of allowing a discount if the student's tuition is paid in full by June 1, 2010. The attached contract contains the specific tuition rates. Please recall that our tuition includes all required textbooks for each student, as well as providing each student a yearbook with the exception of preschool and kindergarten. In addition, all students will be given free admission to all home sporting events for the 2010-2011 school year.

In order to plan and budget correctly, a commitment from parents must be made. We must know the number of children who will be attending Orangeburg Prep in the upcoming 2010-2011 school year. Your involvement in this process is of utmost importance.

Please read over the enclosed contract. **As a binding document**, this contract will allow the Board of Directors and the administration to make decisions for the upcoming year. Please return the contract with the building fee attached if you have not satisfied your five-year commitment (see paragraph 5). Class sizes and salaries for the entire year are set based on the number of returned contracts. Because so many decisions are based on these contracts, be very mindful when signing. If for some reason the contract needs to be broken, there is a **cancellation fee**. We will set class sizes based on the contracts returned by Friday, March 12, 2010. If a contract is returned after March 12th, a registration fee of \$150 plus the appropriate building fee must accompany the contract.

Also, please note that if your child has been at OPS for five consecutive years, you have met the \$500 building fee requirement. As a result, you will not have to send \$100 to accompany the contract. If you have not paid this fee for five years, you will need to return \$100 along with your child's contract. If you have any doubts, please contact our Business Office.

As always, our goal is to help prepare your child for success in college and in adult life. We have made large investments in recent years in technology and buildings. We feel that the success of our graduates is a reflection of the fine job that our staff is doing. Rest assured, we are constantly looking to improve the learning experience.

We solicit your help and suggestions in making our school the best that it can be.

Yours for quality education,

Orangeburg Preparatory Schools, Inc. Board of Directors

/sbr

Orangeburg Preparatory Schools
 2651 North Road, NW
 Orangeburg, South Carolina 29118
Upper Campus (6th—12th grades)
 Phone: 803/534-7970 Fax: 803/535-2190
Lower Campus (Preschool—5th grades)
 Phone: 803/536-3000 Fax: 803/535-2328
Website: orangeburgprep.com
E-mail: office@orangeburgprep.com



Office Use Only

Date Received: _____

Business Manager Initials _____
 Student Services Initials _____
 Lower Campus Initials _____
 Bus. Office Ass't. Initials _____

Please complete the information below in its entirety. It is VERY important that you print legibly.

STUDENT'S INFORMATION

Grade entering:		
Student's Name: Last:	First:	Middle:
Preferred Called Name:	Gender: <input type="checkbox"/> Female	<input type="checkbox"/> Male
Student's Date of Birth:	Student's Social Security Number:	- -
Student's Mailing Address:		
Student's Physical Address:		
City/State/Zip		
Home Telephone # () -		

FATHER'S INFORMATION

MOTHER'S INFORMATION

Father's Name:	Mother's Name:
Father's place of employment:	Mother's place of employment:
Father's job title:	Mother's job title:
Father's Work # () -	Mothers Work # () -
Father's Cell # () -	Mother's Cell # () -

1st # to call in case of emergency other than the parent (please include name of who we are calling):
2nd # to call in case of emergency other than the parent (please include name of who we are calling):

E-mail address to receive school mailing (you may provide two) PLEASE PRINT LEGIBLY	
1st:	2nd:

Please complete the information on the reverse side.

Admission to Orangeburg Preparatory Schools, Inc. is contingent upon successful testing, interview, and satisfactory records from previous school(s). Orangeburg Preparatory Schools, Inc. admits students of any race, color, and national or ethnic origin.

This contract is subject to the following conditions:

1. I understand the school has the right (1) to determine the class, the homeroom, and the work level to which the child shall be assigned; (2) to suspend or expel the child for any disciplinary reason or cause and the school shall be the sole judge of the sufficiency of such reason or cause.
2. I understand that the child shall be subject to and in conformity with the rules as set forth in the Orangeburg Preparatory Schools, Inc., handbook and any other rules adopted by the school.

Financial obligation:

1. I will pay the sum per year for each child's tuition, payable in monthly or quarterly installments beginning June 1st. Subsequent payments are due on the first day of each month or quarter. If paying quarterly, the due dates are the first of June, September, December, and March.
2. I will pay a service charge of \$10 per month on all accounts 20 days past due unless other financial arrangements are approved. The monthly payment must be received (not post-marked) in the lower or upper campus office by the 20th of each month to avoid service charges.
3. I understand that my obligation to pay the charges for the full academic year is unconditional. I also understand that upon a breach of this contract, the school reserves the right to commence a collection action for the full amount due, plus collection costs and reasonable attorney's fees, if applicable, notwithstanding subsequent absences, withdrawal, or dismissal from school of the above student. However, if a child is withdrawn from school or a request for cancellation of contract is made, no collection efforts for the balance will be commenced if the account is brought current and a \$500.00 cancellation fee is paid within thirty (30) days of the student's withdrawal or cancellation request. This contract is binding in its entirety.

I have read the above financial conditions and obligations and agree to its terms.

I will be paying

in full by June 1, 2010.

 Parent/Responsible Party Date _____

 School Official Date _____

Tuition rates for 2010-2011 are included below:

2010-2011 TUITION RATES				
Grade	Monthly <i>Due 1st of each month June through May</i> <i>Tuition includes textbooks</i>	Quarterly <i>Due 1st of the following months June, Sept., Dec., March</i> <i>Tuition includes textbooks</i>	Yearly <i>If paid after June 1, 2010</i> <i>Tuition includes textbooks</i>	Yearly <i>If paid by June 1, 2010</i> <i>Tuition includes textbooks</i>
4-Year Preschool (Full Day)	320.00	960.00	3840.00	3676.00
5-Year Old Kindergarten	320.00	960.00	3840.00	3676.00
Grades 1-4	436.00	1308.00	5232.00	5032.00
Grades 5-12	447.00	1341.00	5364.00	5164.00

Deadline to return is March 12, 2010