Orangeburg Preparatory Schools, Inc.



Student Enrollment Contract 2016-2017 School Year

www.orangeburgprep.com office@orangeburgprep.com

Upper Campus (6th—12th Grade)

2651 North Road, NW Orangeburg, SC 29118 Phone: 803/534-7970 Fax: 803/535-2190

Lower Campus (Pre-K—5th Grade)

168 Prep Street, Orangeburg, SC 29118 Phone: 803/536-3000 Fax: 803/535-2328

STUDENT INFORMATION				
Grade entering:				
Last: First:	Middle:			
Preferred Name: □Fem	ale			
Date of Birth:	Ethnicity: (optional)			
Mailing Address:	City/State/Zip:			
Physical Address:				
Home Telephone # () -	Student's Cell # () -			
Parents are: [] Married [] Divorced [] Separated [] Single Paren	t [] Mother Deceased [] Father Deceased [] Other			
Student Resides with:				
NEW STUDENTS ONLY: Did Anyone Refer You to OPS?	If so, please name:			
FATHER/GUARDIAN INFORMATION	MOTHER/GUARDIAN INFORMATION			
Full Name:	Full Name:			
Relation to Student:	Relation to Student:			
Address: (if different than student)	Address: (if different than student)			
Employer: Occupation:	Employer: Occupation:			
Work # () -	Work # () -			
Cell # () -	Cell # () -			
E-mail:	E-mail:			
1. EMERGENCY CONTACT (other than parent)	2. EMERGENCY CONTACT (other than parent)			
Name:	Name:			
Relation to Student:	Relation to Student:			
Phone #(s)	Phone #(s)			
	Please Complete Other Side »»»»»»			

Office Use Only: Date Received: _____ Building Fee Received: _____ Admissions Director Initials: _____ Business Manger Initials: _____

Start Date: _____Pro-rated Tuition: _____Referred By: _____

This contract is subject to the following conditions and financial obligations:

- 1. I understand the school has the right (1) to determine the class, the homeroom, and the work level to which the student shall be assigned; (2) to suspend or expel the student for any disciplinary reason or cause, and agree that the school shall be the sole judge of the sufficiency of such reason or cause.
- 2. I understand that the student 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.
- 3. I will pay the sum per year for each student's tuition, payable in annual, monthly or quarterly installments beginning June 1, 2015. Subsequent payments are due on the first day of each month or quarter. If paying quarterly, the due dates are the first day of June, September, December, and March.
- 4. I will pay a service charge of \$15.00 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. Access to academic communications (Gradelink, Report Cards, etc.) will be restricted on all past-due accounts. Reactivation fees of \$25 will be assessed.
- 5. I will pay a fee of \$30.00 on any check returned for Non-Sufficient Funds.
- 6. 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.
- 7. However, if a student 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. Transcripts/records will be released when account balances are paid in full.
- 8. This contract is binding in its entirety.

 \square I will pay in full by June 1, 2016.

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

		Date
Parent/Financial Resp	ponsible Party Signature(s)	
		Date
School Official Signat	ture	
Financial Responsibl	e Party Information	
Person(s) responsible for	r tuition obligation:	Relation to Student:
Address (if different than	n Parent/Guardian):	
City/State/Zip:		Home #
Cell #	Work#	E Mail (Financial Contact):

Please note: Tuition payments for the 2016-2017 school year begin June 1, 2016. Tuition payments may be made monthly, quarterly or yearly. If a student enrolls after June 1, 2016, the following tuition rates will be prorated by the number of days remaining in the school year.

2016-17 Tuition Rates (Textbooks are included in Tuition Rates)							
Grade Level: Tuition	Monthly: Tuition divided by 12 months Due: the 1st of each month	Quarterly: Tuition divided over 4 months Due: June 1, Sept. 1, Dec. 1, March 1	Yearly: Full Tuition due before August 1, 2016	Discounted Yearly: If paid BEFORE June 1, 2016			
Pre-Kindergarten: \$4428	369.00	1107.00	4428.00	4296.00			
Kindergarten: \$4500	375.00	1125.00	4500.00	4368.00			
Grades 1-4: \$5736	478.00	1434.00	5736.00	5568.00			
Grades 5-12: \$5880	490.00	1470.00	5880.00	5700.00			