

# Orangeburg Preparatory Schools, Inc.

# Student Enrollment Contract

## 2020-2021 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

***Please complete BOTH sides of this contract. Please print LEGIBLY & SIGN the bottom of page 2.***

**\$100 BUILDING FEE DUE WITH CONTRACT if your child has not attended OPS for 5 years.**

## STUDENT INFORMATION

Grade entering:	Date of Birth:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Ethnicity: (optional)
Last:	First:	Middle:		
Preferred Name:	Home Telephone # (      )		Student's Cell # (      )	
Mailing Address:		City/State/Zip:		
Physical Address:		Student Resides with:		
Parents are: [ <input type="checkbox"/> ] Married [ <input type="checkbox"/> ] Divorced [ <input type="checkbox"/> ] Separated [ <input type="checkbox"/> ] Single Parent [ <input type="checkbox"/> ] Mother Deceased [ <input type="checkbox"/> ] Father Deceased [ <input type="checkbox"/> ] Other_____				
<b>NEW STUDENTS:</b> 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)

**CURRENT STUDENTS:** Deadline to return your contract is **Monday, May 4th**. Any contracts returned **after June 1** will be subject to a **\$150 re-enrollment fee**.

Orangeburg Preparatory Schools, Inc. admits students of any race, color, and national or ethnic origin.

**Please Complete Other Side »»»»»»»»»»**

<b>Office Use Only:</b> <i>Date Received:</i> _____ <i>Building Fee Received:</i> _____ <i>Start Date:</i> _____ <i>Prorated Tuition:</i> _____			
---	--	--	--

**Please note: Tuition payments for the 2020-2021 school year begin June 1, 2020 and may be made monthly, quarterly or yearly. If a student enrolls after June 1, the following rates will be prorated by the number of days remaining in the school year.**

**2020-21 Tuition Rates**  
**(Textbooks are included in Tuition Rates)**

<b>Grade Level: Tuition</b>	<b>Monthly:</b> <i>Tuition divided by 12 months Due: the 1st of each month</i>	<b>Quarterly:</b> <i>Tuition divided over 4 months Due: June 1, Sept. 1, Dec. 1, March 1</i>	<b>Yearly:</b> Full Tuition due before August 1, 2020	<b>Discounted Yearly:</b> If paid BEFORE June 1, 2020
<b>Pre-Kindergarten: \$4956</b>	413.00	1,239.00	4,956.00	4848.00
<b>Kindergarten: \$5028</b>	419.00	1,257.00	5,028.00	4,920.00
<b>Grades 1-4: \$6420</b>	535.00	1,605.00	6,420.00	6,288.00
<b>Grades 5-12: \$6576</b>	548.00	1,644.00	6,576.00	6,444.00

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

1. I understand there is a **\$500 Building Fee** requirement for every student. **The non-refundable \$100 Building Fee is due with the contract every year for five years until the \$500 building fee requirement is met.**
2. I understand there is a **\$150 re-enrollment fee** if my contract is not turned in by **June 1**.
3. 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.
4. 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.
5. I will pay the sum per year for each student's tuition, payable in annual, monthly or quarterly installments beginning **June 1, 2020**. 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.
6. I will pay a service charge of **\$30.00** 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. I will pay a fee of **\$35.00** on any check returned for Non-Sufficient Funds.
7. I understand that a **3.5% credit card convenience fee** will be charged to all credit card transactions. I also understand that a flat rate of **\$3.00** will be added to each **debit card** transaction.
8. I understand that my obligation to pay the charges for the full academic year is unconditional and 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.
9. 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.
10. This contract is binding in its entirety. Please retain a copy of this contract for your records.

**Financially Responsible Party Information:**

Person(s) responsible for tuition payments:	Relation to Student:
Address (if different than Parent/Guardian):	E-Mail (Financial Contact):
Home #	Cell #
	Work #

***I have read the above financial conditions and obligations and agree to its terms. I have fully completed BOTH sides of this contract.***

☐ I would like to enroll in the automatic draft program where monthly tuition is drafted from my account.

*You will receive an authorization form to have monthly tuition drafted from your account.*

☐ I would like to pay in full by June 1, 2020.

\_\_\_\_\_  
Parent/Financially Responsible Party Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date