

Special Needs Schools of Gwinnett

Kindergarten – 12th Grade

School – Parent Contract Agreement

This agreement is made this _____ day of _____, 2016 between the Special Needs Schools of Gwinnett, Inc. (hereinafter “SNS”) and the parent(s) and/or legal guardian(s) (hereinafter “Parents”) of:

(name of child)

This agreement is for the **2016-17** school year that begins on **August 9, 2016 and ends on May 25, 2017**. Parents understand that SNS has made financial commitments to faculty and staff in order to assist with the education of Parents’ child. This contract represents the Parents’ financial commitment to SNS.

IN THE SPACES BELOW, PLEASE **INITIAL** EACH STATEMENT ***in the space provided***, INDICATING THAT YOU HAVE READ, UNDERSTAND AND AGREE TO EACH STATEMENT (both parent(s) and/or guardians if applicable):

- _____ 1. **A non-refundable enrollment fee of \$100.00 accompanies this completed agreement**, and is submitted to the school office at time of registration.
- _____ 2. **Annual Tuition is \$ 11,400 per year**. Monthly tuition is **\$ 1,140 per month** (if paid over **10 months** from August, 2016 to May 2017) or **\$ 950** per month (if paid over **12 months** from June 2016 to May 2017). **Monthly tuition payments are due and payable on the 1st business day of each month**. If Tuition is not received by SNS by the end of the 5th calendar day of the month, a late fee equal to **20%** of all outstanding balances will be assessed and due immediately.

- _____ 3. **If legal action must be taken to collect a past due balance**, parents hereby understand that they are responsible for any collection costs, attorney fees and/or any related court costs incurred by SNS. Said costs shall be added to the Students Account as the costs are incurred and shall be a minimum of \$50.00 per collection letter sent and \$150.00 per court action.
- _____ 4. **The following fees are due for students as noted below.**
Open House for the 2016-17 school year is **Sunday, August 7, 2016 from 1-4pm**
- a. Book Fee - \$100 (due at Open House)
 - b. Supply Fee - \$100 (due at Open House)
 - c. Activity Fees
 1. \$100 (due at Open House)
 2. \$100 (due with January 2016 tuition)
- _____ 5. **Annual tuition does not include** any Before School Care, After School Care fees, Summer Program costs, registration fees, Book Fees, Supply Fees, Activity Fees or any after hours or extra- curricular classes which may be offered during the school year.
- _____ 6. Tuition payments, book fees, supply fees, activity fees, Before School Care, After School Care and/or late fees assessed that are more than 30 days past due shall be reason for a child's **immediate expulsion from all SNS programs.**
- _____ 7. ***No refunds will be made for absences or expulsions from any program at SNS. A 30 day written notice is required and must be received for students who voluntarily withdraw from any program at SNS. Parents are responsible for tuition payments for 30 days after written notice is received and acknowledged from SNS. If 30 days written notice is NOT received by SNS, parents agree to be fully liable for the annual tuition and any other fees for services rendered by SNS (including but not limited to late payment fees.***
- _____ 8. **2016 Summer Enrichment Program:** Students who are pre-registered by no later than June 1, 2016) for the 2016-17 school year shall be allowed to take advantage of a discounted rate per week for the 2016 Summer Enrichment Program tuition. Note: All current 2015-16 Tuition and BSC/ASC must be paid in full prior to the start of the 2016 SEP for the discounted rate to apply. Otherwise the full rate per week will be charged. There is a Summer Enrichment Program registration fee in addition to any other SNS tuition amounts and is due at the time of registration. Students are encouraged to, but not required to attend summer programs at SNS.

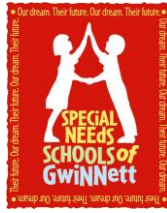
- _____ 9. By signing this contract, parents agree that they understand the enrollment fee, tuition schedule and the school fees for their child. Parents understand that SNS is relying on parents to fulfill parent's financial commitments to SNS so that SNS can fulfill its financial commitments to others on parent's behalf.
- _____ 10. The laws of the state of Georgia shall govern this SNS School-Parent Contract Agreement. In the event of default of any sums due hereunder, SNS shall be entitled to reimbursement from parents for all costs of collections, including reasonable attorney's fees and court costs.
- _____ 11. **Absenteeism:** Attendance at school is an important part of student success and achievement. A pattern of absences puts students at risk of not achieving their potential for their grade level and courses. Additionally, the state truancy law defines minimum attendance requirements and reporting requirements of schools related to truancy. The state truancy law (O.C.G.A. Section 20-2-690.2) defines truants as "any child subject to compulsory school attendance who during the school year has more than 5 days of unexcused absences". According to state guidelines, excused absences include:
- a. Personal illness
 - b. A serious illness or death in a student's immediate family
 - c. A court order or an order by a governmental agency
 - d. Observing religious holidays, necessitating absence from school
 - e. Weather conditions making attendance impossible or hazardous

Please remember that if your child is absent from school, you need to send a note to the school stating the reason for his/her absence. In some instances a note from the doctor will be required. Should the reason be one noted above, your child's absence will be marked as excused. SNS teachers and school leadership will communicate with you regularly if there are school attendance issues. If absenteeism becomes a problem, the SNS Director will set up a conference with the parent(s) to address the concerns and issues. Excessive absenteeism, even if they are classified as excused absences by state guidelines, is grounds for expulsion from all SNS programs.

**THE FOLLOWING ITEMS ONLY APPLY FOR PARENTS WHO RECEIVE THE STATE OF
GEORGIA'S SPECIAL NEEDS SCHOLARSHIP (GSNS):**

- _____ 12. **Parents and Special Needs Schools of Gwinnett, Inc. shall be responsible to know and must abide by all Georgia Department of Education rules, regulations and guidelines pertaining to the scholarship.**
- _____ 13. **Tuition reimbursement:** *Tuition and fee payments must be made by parents as described in items 1-10 above.* When state payments for tuition are received by the school by the state (*scheduled quarterly, but at the discretion of the state*), SNS will notify you so you can come to the school office and endorse the checks, which will enable SNS to deposit the State checks as required by the Georgia Department of Education.
- _____ 14. **Scholarship Shortfalls:** The state scholarship will not completely cover your student's yearly tuition. **Parents are responsible for ALL tuition and fees as described in this contract.** Shortfalls can be paid in one of three ways.
- 1) Pay shortfall (difference between our tuition and your child's scholarship) in full at Open House, August 7, 2016
 - 2) Pay in equal 10 monthly payments beginning August 7, 2016.
 - 3) Pay quarterly ($\frac{1}{4}$ of shortfall) in August, October, January and March

Any change in the state scholarship amount or the payment schedule will not change the responsibility for the parent to pay tuition in full and on time.



Name of person(s) responsible for payment: _____

Address: _____

Phone #: _____ Email: _____

Child's Full Name: _____

Date of Birth: _____ Grade: _____

Social Security #: _____

Father / Guardian Name (Printed)

Father / Guardian Signature

Mother / Guardian (Printed)

Mother / Guardian Signature

SNS Official Name (Printed) and Title

SNS Official Signature

Enrollment Fee Received: _____

Check #: _____