

Highland Baptist Christian School

Application for Admission

2016-17 Revised 12.15



Mission Statement

To glorify our Lord in a Christ-centered, Bible-based educational environment,
to present to our students the gospel of Jesus Christ
and to provide an academically excellent education

Vision Statement

HBCS provides an environment that promotes spiritual growth and academic success.
HBCS equips students spiritually, academically, interpersonally, and socially to provide the opportunity
for each student to know Christ in a personal, life-changing relationship
and to excel in post-secondary environments.

708 Angers St., New Iberia, LA 70563
Phone: 337-364-2273 Fax: 337-369-6303 hbcsni.org

Approved by:



Accredited by:



Members of:



To Parents of Prospective Students,

Thank you for your interest in Highland Baptist Christian School. Highland's admissions policy opens the school to families who are supportive of its philosophy, objectives, and standards of education, and whose children meet its enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to Highland, please read the Student Handbook at hbcsni.org. The Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students. We request that after reading the handbook, parents and students proceed with the application only if they are in agreement with, and are willing to abide by its policies.

The first several pages of the handbook explain our purpose, mission and beliefs. HBCS unashamedly believes, teaches, and practices biblical principles which are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, Highland will complement the beliefs and ideals your child is taught at home.

If you do not agree with a biblical worldview, enrolling your child in our school may cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our beliefs and mission statement. If your beliefs and lifestyle choices are not in agreement with the school's doctrinal stance, that answer could present a conflict in your child's heart and mind.

We respect your desire to place your child in the best possible learning environment, and feel that you would be doing so by pursuing enrollment at Highland.

We look forward to partnering with you to educate your child in God's truth.

Janie C. Lamothe
Administrator

Admission Policy

All applications are for one year and are considered on the basis of grade point averages, results of previously administered standardized testing, and behavioral history. The curriculum of HBCS is designed for average and above average students. Admission testing may or may not be indicated. Testing for students transferring from an alternative educational program or a home school setting is mandatory. The cost of any and all testing shall be the responsibility of the parent. **Entrance testing fee is \$25; testing with an additional writing prompt is \$40.** Final admission decisions are made by the administrator. Applications must include birth certificate, immunization record, and social security card.

New applicants are considered using the following criteria:

- At least a 2.0 grade point average in each subject area of a college prep curriculum for previous 2 years **(attach transcript/report cards)**
 - Standardized testing results such as ACT Aspire, LEAP, etc. **(attach)** ; passing score on high stakes testing
 - A record of exemplary behavior **(attach disciplinary record)** and school attendance
 - Completion of at least one successful year in a public or private school following student's participation in any type of rehabilitation program (i.e. drug, alcohol, mental illness, runaway, etc.)
 - No prior school expulsion
 - Students who have been dismissed or expelled from HBCS due to disciplinary reasons must wait one year from the date of transfer/expulsion before applying for re-admission. If student has achieved success as demonstrated by exemplary conduct grades, disciplinary reports, teacher, administrator, and/or counselor reports, he may then apply for re-admission during the regular registration period for the following school year, pending an opening in that student's grade level.
 - Parent/student interview with the school administrator
1. All parents and students must agree to the purpose and goals of the school and abide by all policies in order to be admitted and to remain at HBCS. Parental signature indicates that parents understand and agree that continued enrollment and reenrollment of their child in HBCS is dependent on parental support of the school, its staff, and its policies.
 2. Parents must understand that the school will attempt to lead their son/daughter to a personal relationship with and a commitment to Jesus Christ as Lord and Savior.
 3. Students with learning disabilities will not be excluded from our program if they meet entrance requirements and can function successfully in the classroom with assistance as approved by the administrator. The administration reserves the right to deny the acceptance of a student if, after testing the student and evaluating his application, it is determined that HBCS cannot service the student according to its curricular offerings and in light of the faculty's expertise.
 4. The parent\guardian grants HBCS the authority to contact their child's previous school(s) in an effort to confirm and/or clarify educational records including but not limited to report card grades, results of standardized testing, and/or behavioral\disciplinary records. Furthermore, the administrators of HBCS are granted parental\guardian permission to speak to an administrator\teacher of said school(s) concerning their child's educational/ disciplinary history and receive copies of such information if deemed necessary.
 5. Students applying for PK & kindergarten (not having attended HBCS PK) must complete a classroom observation unless older sibling attended HBCS PK or kindergarten.

HBCS does not discriminate on the basis of race, color, national or ethnic origin. IRS Revenue Procedure 75-5 requires schools to keep records on the racial composition of its student body, faculty, and administrative staff for each academic year.

Highland Baptist Christian School 2016-17 Student Application

How have you heard about Highland? Billboards
 Newspaper Internet Friends Other

Student's Name: _____ **2016-17** Grade Level: _____
Last First Middle

Student's Address: _____
Street Address City Zip Code

Mailing Address (if different from above) City/Zip Code Primary Phone Number

Student resides with: both parents mother father guardian: _____

If parents/guardian divorced/separated, domiciliary parent: mother father guardian: _____

Provide legal documentation stating domiciliary parent.

Date of Birth: _____ SSN: _____ Gender: _____ Race: _____

For Iberia Parish residents: To which public school is your son/daughter assigned? _____

School (s) Attended	Grade(s)	Repeated (Y or N)

Has your child ever been suspended or expelled from any school? Yes _____ No _____

Has student ever received any type of special education services such as speech therapy, assistance from resource teacher, IEP, behavior plan, counseling, gifted/talented, etc.? _____

Photos of HBCS students may appear in school publications such as Monday Memos, *The Growl* yearbook, and/or the school's website.

At times, *The Daily Iberian* or other media outlets may run photos of our students in sporting events or other school-related activities.

I give my permission for HBCS to use photo(s) of my son/daughter.

I do not give my permission for HBCS to use photo(s) of my son/daughter.

Are you or any member of your immediate family required to provide *sex offender notification* pursuant to the law? Yes / No

If yes, name of offender: _____

Name of person financially responsible for account: _____ Driver's License: _____

Is person financially responsible for account a member of Highland Baptist Church? (*An active, participating member of Highland Baptist Church is one who has made a profession of faith, come by statement, or transferred membership from previous church; taken the New Members Class (2 sessions); has been baptized if not previously baptized in another Baptist church; attends weekly worship services on a consistent basis.*) Yes No

Tuition/ Fundraiser fee will be paid: Monthly via FACTS _____ Yearly _____

Medical Information

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

Hospital: _____ Phone: _____

Does the student suffer from any medical condition or chronic illnesses? yes no Describe: _____

Is the student allergic to insect bites, bee stings or ant bites? yes no Describe: _____

List any other known allergies: _____

Seasonal Allergies? yes no Describe: _____

Does the student have: *Diabetes?* yes no *Asthma?* yes no *Epilepsy?* yes no

Does the student have any condition which may require frequent restroom breaks? yes no

State condition: _____

Does the student have a medical diagnosis that may affect learning? (Ex. ADD/ADHD/Dyslexia) _____

Has the student been diagnosed with a hearing impairment and/or chronic ear infections/tubes? yes no

Describe: _____

Does the student have a visual impairment or wear glasses or contacts?: yes no

Describe: _____

Will the student be taking any medication throughout the year? yes no

Describe: _____

Please check with the office about regulations regarding medication administered by HBCS personnel.

If your child is seriously injured and school personnel are unable to reach an emergency contact, the final decision for action taken will be the judgment of school authorities. The parents/guardians give their authority to school personnel to take such action in treating their son/daughter. This includes transporting an injured or very ill child to the emergency room of a local hospital if so deemed.

Statement of Academic Responsibility for Students (4th – 12th Grade)

I understand that class and homework assignments are given as a means of instruction and/or review in subject matter.

I also understand that there is meaning and value in these assignments and acknowledge that the completion of such is critical to my success as a student.

I, supported by my parents/guardians, agree to accept my academic responsibility as a student by demonstrating consistent class and homework assignment completion.

I understand that if I do not demonstrate academic responsibility in this manner, a meeting will be scheduled with my parents/guardian, my teacher, the administrator, and me to discuss a plan of action. Specific objectives will be set with attainable goals to which all participants in this meeting agree. After a 3 week period has passed, this meeting will reconvene at which time my responsibilities in meeting these goals of assignment completion will again be discussed. If my goals have not been met, I understand that my academic standing and the privilege of continuing as a student at HBCS may be jeopardized.

Code of Honorable Conduct (4th – 12th Grade)

Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe. 1 Timothy 4:12

HBCS students agree to abide by the *Code of Honorable Conduct* and the spirit of those expectations; parents agree to support the school on this behalf. For its validity, the *Code of Honorable Conduct* of HBCS rests on the truth of God's word. To follow this truth is honorable, in that it ultimately brings honor to God, its rightful source.

One of the aims of education at HBCS is personal growth in making wise choices, that is, choices that are pleasing to God. As the student handbook clearly defines disciplinary policies, the *Code* expects students to understand that they are accountable for their behavior, their actions have consequences, and they can learn from their mistakes. Furthermore, it must be emphasized that the school's endeavor is to develop the whole student with an integrated Christian lifestyle. HBCS seeks to avoid situations in which students act one way at church or school, but another way on their own time. HBCS students are expected to honor Christ in all behavior and activities 24/7/365. The *Code* expects students to:

- Demonstrate honor, integrity and honesty
- Support the mission of the school
- Promote the safety and well-being of students and others
- Reflect a Christ-like image and bring credit to HBCS

Any grievous offense committed by a student of HBCS, whether occurring in or out of school may result in disciplinary action up to and including expulsion. Unless a law is broken, off campus issues are dealt with as a matter of discipleship. This includes but is not limited to entries on social media, personal websites/blogs, emails, cell phones, and/or cameras containing material that is deemed inappropriate to the purpose and mission of HBCS. Sexting and cyber-bullying are strictly prohibited.

Additionally, any behavior, either on or off campus, that indicates a student has little desire to live a life honoring to God, or any conduct that gives evidence of disregard for the spirit of school standards, is sufficient cause for disciplinary action, including suspension or expulsion.



1:1 Chromebooks

Beginning with the 2016-2017 school year, Highland Baptist Christian School will launch a 1:1 Chromebook initiative for all students in grades 7-12. Chromebooks are fast and portable personal computers that will allow students to collaborate and share their work instantly. Chromebooks come equipped with Google's own operating system that uses the Google Chrome web browser and are designed to run Google Apps. HBCS is a Google Apps for Education school, so these devices are a natural fit. Every middle and high school student will be assigned a device for use during the school year and will be allowed to take it home each night. The purpose of this initiative is to use modern technology tools to fully engage students and create a learning environment that fosters critical thinking, collaboration, communication, and creativity.

Benefits of Chromebooks:

- Improve access to technology resources for students, both at school and at home
- Increase the motivation of students, student centered learning, inquiry learning and interactive teaching
- Cloud-based storage eliminates the need for flash drives or other storage devices
- Built in security features, eliminating the need for extra protection from viruses, malware, spyware, etc.
- 8 second start up reduces loss of instructional time and a 9.5 hour battery life means devices should never need to be charged at school

These devices will be leased at a cost of \$200, which is included in the student's annual school fee. The lease package includes the Chromebook, Chrome management system, carrying case, and accident insurance.

More information will be provided prior to the beginning of the 2016-2017 school year.

Acceptable Use Policy for Internet (K-12th Grade)

The Internet affords vast, diverse, and unique resources to both students and teachers as it provides unlimited information, acting as an online, up to the minute, perpetual library. Our purpose in providing this service is to promote educational excellence. It is the policy of Highland Baptist Christian School (HBCS) that all technology is to be used in a responsible, efficient, ethical, and legal manner. The student and guardian(s) understand that this access is designed for educational purposes and that the school has taken available precautions to eliminate controversial materials; however, all parties must realize that it is impossible to restrict access to all controversial materials. By signing below, the parent/guardian will not hold HBCS responsible for material acquired on the Internet.

HBCS declares unethical and unacceptable behavior as just cause for taking action, revoking information network access privileges, and/or initiating school disciplinary/legal action for any activity through which an individual:

- Uses the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as those which violate local/state/federal laws, and/or purpose and goal of the school. Obscene activities shall be defined as a violation of generally accepted social standards for use of any publicly owned and operated communication vehicle.
- Harasses bullies, threatens, and/or stalks another individual.
- Uses the information networks to violate the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright.
- Uses HBCS computing resources for commercial or financial gain or fraud.
- Forges electronic mail messages, or uses an account owned by other users.
- Invades the privacy of individual.
- Uses the information networks to gain access to any site that is obscene or sexual in nature. If a site is accidentally accessed, the teacher and/or the administrator must be immediately contacted for documentation purposes.

HBCS HAS THE RIGHT TO DEEM ANY ACTION, INCLUDING THOSE NOT STATED ABOVE, AS UNACCEPTABLE AND MAY TAKE DISCIPLINARY MEASURES.

User Rights

Users of the Internet have certain rights of which all users should be aware.

- The systems administrators may monitor computer files for compliance with this policy.
- Users should have equal access to the Internet, relative to educational goals.
- Users should be safe from unwanted or harassing messages. Any such communication must be immediately brought to the attention of the teacher and/or the administrator, who will seek to remedy the situation.
- Any effort to disrupt Internet services or computer systems by spreading computer viruses, vandalism, unauthorized entry, destruction of computer files, and/or any other use of a criminal nature may be referred to proper authorities for investigation and may result in criminal prosecution under state and federal laws.

I hereby give my permission to issue an account for my child and agree to the terms and conditions as stated on this document.

Drug Screening Procedures (7th – 12th Grade)

As part of the expected standards of conduct for its students, HBCS requires that students conduct themselves in a manner that insures that they are drug-free. The cost of drug testing is included in student fees. Screening may be random or upon selection if, in the opinion of the administration/faculty member, circumstances or information received show reasonable suspicion that a student might have used or be under the influence of a controlled substance. An attempt will be made to contact parents by phone if the screening is due to reasons *other than* random selection. Parents will also be notified about the screening by the student, who will be given a written acknowledgment that the testing was completed that day. Testing will occur periodically during the school year.

HBCS administrative representatives are specially trained to carry out the drug screening process through urine sampling. All urine specimens go through a preliminary screening for any contamination that may have occurred while the specimen was being obtained. If contamination did occur, that specimen could not be used for the drug test and would then be labeled “No Test” and is discarded. It would then be necessary for a second urine specimen to be obtained. On occasion, the second specimen may also be contaminated. If this is the case, then a hair sample is taken. Hair samples cannot be contaminated and are 99% accurate, but unfortunately cost more. **The cost difference between a urine specimen and a hair sample will be assessed to the parents of the tested student.** Urine sampling involves:

Initial Setup

1. Students chosen for screening report to the office during the school day to participate in the sampling procedure.
2. Students are asked to empty their pockets and remove all bulky clothing and shoes.

Screening Procedures

1. The student to be screened will complete the appropriate paper work to establish proper identification.
2. The student will have the opportunity to list any and all medications taken in the last ninety days. All medications should be listed by parent in RenWeb.
3. Student will then collect a urine sample and present this sealed sample to the trained facilitator. The temperature of the sample may be verified by the facilitator. Initials of the student and collector will be written on the sample. After the specified time has elapsed (less than five minutes), results are read in the presence of the student.
4. The urine screen will determine if cocaine, marijuana, opiates, methamphetamines, amphetamines, and phencyclidine are present in the sample.

Hair Sampling

If hair sampling is indicated due to positive drug screen results of urine or repeated contamination of urine, the parents will be contacted by the school’s health service coordinator to proceed with this method of drug screening at the parents’ expense.

Notification of Results

HBCS will record and file all negative results in the student's health folder. All positive results will be phoned to the parent by school administration and the student will be suspended for up to 3 days until it is determined by the administrator whether an intervention/rehabilitation program will be allowed as an alternative to expulsion. It is the school's desire that through professional counseling and/or rehabilitation programs, the student may be given grace to return to HBCS. Any student who has tested positive and can provide proof of initiation of treatment may be considered by administration to return to school but will still be required to submit to periodic testing at the parent's expense. Upon a second positive result in drug testing ((**non-related** to any previous drug screen), a student will be immediately recommended for expulsion. Failure to comply with the stated drug policy of HBCS may result in further disciplinary action and possible dismissal. A zero tolerance policy will be in effect for circumstances involving a lack of cooperation with HBCS or any form of deceit between student and/or parent with the school. A student who refuses to be tested will be dismissed immediately from HBCS. Any student, who deliberately tampers with results, falsifies records, or attempts to make a financial profit from this test procedure will be dismissed from HBCS.

A parent/guardian may choose to have a retest done at his/her own expense at an approved agency.

Parents/Guardians may seek the assistance of HBCS in acquiring a list of available services for substance abuse in the community. The responsibility to utilize these services rests with the student and his/her family. Any clarification or explanation of this policy may be addressed to the school administration.

Rapid Drug Detection (RDD) drug test card is currently being used to carry out the school's Drug Screen Policy. RDD is FDA approved and has a Better Business Bureau Rating of A. More information is available at info@rapiddrugdetection.com.

Parental Consent for Drug Screening (7th – 12th Grade)

I understand that HBCS has a policy against the possession, use, sale, or transfer of illegal drugs. I further understand that HBCS has adopted a school drug screening policy as one method of implementing that policy. As the parent and/or guardian, **I consent to my son/daughter** _____ participating in the drug screening program and to his/her screening. I indemnify and hold harmless HBCS, the laboratory, their employees, agents, and representatives from any and all liabilities arising from the authorized release or use of the information derived from or contained in my child's screening results which are obtained at the time of testing. I understand that my cooperation in the drug screening procedure, including the signing of this document, is mandatory in order for my child to attend HBCS. I also understand that I am responsible for all the expenses incurred for my child's drug testing (which will include an additional fee if a hair sample is required).

Standard

HBCS Tuition and Fee Schedule 2016-2017

<u>Grade</u>	<u>Application Fee</u> <i>Due with Application</i>	<u>Tuition</u> <i>If Paid Annually</i>	<u>Tuition</u> <i>If Paid Monthly (10 payments)</i>	<u>Student Fee</u> <i>Annual fee</i>	<u>Operational Maintenance Fee</u>
PK-8th	*\$200	\$4,606.51 <i>Due 8.10.16</i>	\$484.90 <i>First payment due 8.10.16</i>	PK-6 th \$125 7 th -8 th \$325 <i>Due 8.10.16</i>	\$250/year OR \$25/month <i>Due 8.10.16</i>
9th-12th	*\$200	\$5,389.14 <i>Due 8.10.16</i>	\$567.28 <i>First payment due 8.10.16</i>	\$390 <i>Due 8.10.16</i>	\$250/year OR \$25/month <i>Due 8.10.16</i>

All fees are due by the 10th of each month. If *any* fee is not paid by the 15th of the month, the student will not be permitted to attend HBCS and may return only after fees have been paid. If paying tuition monthly, enroll with FACTS by July 10, 2016. If student is accepted after July 10th, parent/guardian must register with FACTS within 2 business days.

FEES

Application Fee

\$250 after March 1, 2016
Maximum for one family is \$400.00;
\$450.00 after March 1, 2016. After
December 31, 2016, application fee
for 2016-2017 registrants is \$125.00.
An additional \$50 processing fee is
charged to *current* students registering
after January 15, 2016.

Operational Maintenance Fee

\$250.00 annually or \$25.00 monthly
for 1st and 2nd child ~\$200.00 annually
or \$20.00 monthly for each additional
child.

Late Fee of \$25 is added on 11th of
each month for ANY outstanding
balance.

Specific HS Course Billing: \$30 Fine
Arts Survey ♦ \$40.00 Art Studio Fee

NEW STUDENTS ONLY

If paying tuition monthly: enroll with
FACTS (\$46/year) by July 10, 2016. If
student is accepted after July 10th, enroll
with FACTS within 2 business days.
Payments must be made through this
account.

If paying tuition annually: you will be
billed from Renweb. For families utilizing
Before/After Care, the financial secretary
will enroll you in FACTS (\$20/year).

REFUNDS A full refund of pre-paid annual tuition will be made if a student transfers out before school begins. Half of pre-paid annual tuition will be refunded if a student transfers before the start of the spring semester. No refund for pre-paid annual tuition will be given if a student transfers after the spring semester begins. If a student who pays monthly transfers from HBCS during the school year, the responsible party listed on the student application is obligated to pay the balance of the remaining monthly payments for that semester. *Student records will be held until balance on account is paid in full.* All other fees are non-refundable for any reason.

Tuition Discounts

Second child- 5% off the
youngest child's tuition. Third
child -25% off the youngest
child's tuition. Fourth child or
more-50 % off the youngest
child's tuition

Please email Financial Secretary Lynette Gary @ lgary@hbcnsni.org for changes in billing.

Highland Baptist Church Member

HBCS Tuition and Fee Schedule 2016-2017

*An active, participating member of Highland Baptist Church is one who has made a profession of faith, come by statement, or transferred membership from previous church; taken the New Members Class (2 sessions); has been baptized if not previously baptized in another Baptist church; attends weekly worship services on a consistent basis.

<u>Grade</u>	<u>Application Fee</u> <i>Due with Application</i>	<u>Tuition</u> <i>If Paid Annually</i>	<u>Tuition</u> <i>If Paid Monthly (10 payments)</i>	<u>Student Fee</u> <i>Annual fee</i>	<u>Operational Maintenance Fee</u>
PK-8th	*\$200	\$4,383.19 <i>Due 8.10.16</i>	\$461.39 <i>First payment due 8.10.16</i>	PK-6 th \$125 7 th -8 th \$325 <i>Due 8.10.16</i>	\$250/year OR \$25/month <i>Due 8.10.16</i>
9th-12th	*\$200	\$5,125.34 <i>Due 8.10.16</i>	\$539.51 <i>First payment due 8.10.16</i>	\$390 <i>Due 8.10.16</i>	\$250/year OR \$25/month <i>Due 8.10.16</i>

All fees is due by the 10th of each month. If *any* fee is not paid by the 15th of the month, the student will not be permitted to attend HBCS and may return only after fees have been paid. If paying tuition monthly, enroll with FACTS by July 10, 2016. If student is accepted after July 10th, parent/guardian must register with FACTS within 2 business days.

FEES

Application Fee

\$250 after March 1, 2016

Maximum for one family is \$400.00; \$450.00 after March 1, 2016. After December 31, 2016, application fee for 2016-2017 registrants is \$125.00. An additional \$50 processing fee is charged to *current* students registering after January 15, 2016.

Operational Maintenance Fee

\$250.00 annually or \$25.00 monthly for 1st and 2nd child ♦\$200.00 annually or \$20.00 monthly for each additional child.

Late Fee of \$25 is added on 11th of each month for ANY outstanding balance.

Specific HS Course Billing \$30 Fine Arts Survey ♦\$40.00 Art Studio Fee

NEW STUDENTS ONLY

If paying tuition monthly: enroll with FACTS (\$46/year) by July 10, 2016. If student is accepted after July 10th, enroll with FACTS within 2 business days. Payments must be made through this account.

If paying tuition annually: you will be billed from Renweb. For families utilizing Before/After Care, the financial secretary will enroll you in FACTS (\$20/year).

Tuition Discounts

Second child-5% off the youngest child's tuition. Third child-25% off the youngest child's tuition. Fourth child or more-50% off the youngest child's tuition

REFUNDS A full refund of pre-paid annual tuition will be made if a student transfers out before school begins. Half of pre-paid annual tuition will be refunded if a student transfers before the start of the spring semester. No refund for pre-paid annual tuition will be given if a student transfers after the spring semester begins. If a student who pays monthly transfers from HBCS during the school year, the responsible party listed on the student application is obligated to pay the balance of the remaining monthly payments for that semester. *Student records will be held until balance on account is paid in full.* All other fees are non-refundable for any reason.

Please email Financial Secretary Lynette Gary @ lgary@hbcnsi.org for changes in billing.

Parent / HBCS Contract

This contract is entered into by and between Highland Baptist Christian School (HBCS) and _____, who are the parents(s) and/or guardian(s) of _____.

It is understood that upon our child's acceptance at HBCS, we are responsible for timely payment of all fees and tuition. Application Fee, Student Fee, and Operational Maintenance Fee are non-refundable.

Monthly payments are due by the 1st of each month; payments become delinquent after the 10th of each month with a late fee of \$25.00 accrued. **If tuition or any other fee is not paid by the 15th of the month by 9 a.m., my child will not be permitted to attend HBCS and may return only after fees are paid. The student will receive a zero for any assignments or tests missed.**

Refund Policy

A full refund of pre-paid annual tuition will be made if a student transfers out before school begins. Half of pre-paid annual tuition will be refunded if a student transfers before the start of the spring semester. No refund for pre-paid annual tuition will be given if a student transfers after the spring semester begins. If a student who pays monthly transfers from HBCS during the school year, the responsible party listed above is obligated to pay the balance of the remaining monthly payments for that semester. *Student records will be held until balance on account is paid in full.* Student fees as well as application fees are non-refundable for any reason.

NSF Policy

Non-sufficient funds (NSF) checks are charged a \$25.00 fee. Payments of the NSF check and fee are due to the school office within five business days of the NSF notice sent by the school office and must be paid in cash or by money order. If this fee is not paid within five business days, the student will not be permitted to attend HBCS and may return only after fees are paid. The student will receive a zero for any assignments or tests missed. HBCS reserves the right of collection, including forwarding the check to the district attorney's office for collection. In the event that more than two NSF checks are received from the same family in a school year, all subsequent payments must be made in cash or by money order.

Both parties agree that in the event of the necessity to institute legal proceedings to enforce any terms of this contract, the prevailing party shall be entitled to be reimbursed for all reasonable attorney's fees and costs incurred, as well as court costs. **Thus entered into on this _____ day of _____, 20____.**

I hereby acknowledge that I have received and agree to comply with the policies stated within the Student Application packet which includes: Admission Policy, Statement of Academic Responsibility, Code of Honorable Conduct, Acceptable Use Policy for Internet, Parental Consent and Procedures for Drug Screening (Grades 7th-12th).

Signature of Parent

Signature of Administrator