

WILLOW BEND ACADEMY

ENROLLMENT AGREEMENT

Part I – Description of Educational Services

1. Facility

Willow Bend Academy shall provide an attractive, safe, clean, and adequately staffed school setting where the educational needs of its students can be met. In the On-Campus Program, each student shall be assigned a “student office” where the day’s academic work may be completed.

2. Faculty

The school faculty shall be qualified, experienced, and capable of overseeing the educational progress of each student.

3. Curriculum

Willow Bend Academy shall use a proven, individualized curriculum. Each student will be diagnosed and placed in curriculum at the level he/she can best function in each subject area. WBA shall place all middle and high school students in the four core subject areas: Math, English, Social Studies, and Science.

High school students shall also choose electives from a number of different subjects which lead to graduation. Vocabulary and Personal Finance are required electives of all students planning on graduating from WBA. Students shall have access to computer and/or video support for selected subjects. (Additional deposit may be required.)

It is recommended that high school students complete at least 6.5 credits during each of their four high school years in order to graduate on time and to succeed better in college. Three diploma plans are offered to accommodate varying student abilities.

4. Scoring

On-Campus: Students will score their own work at designated “grading tables.” Students are expected to follow the WBA scoring procedure described in the Student/Parent Handbook. The purpose of self-grading is to monitor one’s own daily progress and comprehension of the work, not to copy answers from the score key into the workbook. If any WBA staff member determines that a student is grading improperly or is copying answers directly from the score key, that student will be subject to academic consequences. It is also the responsibility of the student to return the score key after use to its proper location.

Home Study: WBA will provide score keys for each workbook to the parent or guardian of the child enrolled. Only one score key in each subject will be issued at a time. The purpose of the score key is to monitor the daily progress and comprehension of the student, not to copy answers from the key into the workbook. If any WBA staff member has just cause to suspect that a student is copying answers directly from the score key, that student will lose the privilege of having score keys in his/her possession. Thus, the student will need to allow time to score his/her workbooks at WBA before taking tests.

5. Testing

WBA will provide tests for each workbook completed by the student covered under this agreement. All tests must be taken at WBA.

Students must present the completed workbook, textbook, related assignments or projects, and answer key, if applicable, to the staff before testing is allowed. Every assignment and all questions, essays, and exercises in the workbook must be completed correctly before testing will be permitted. Certain assignments may need to be approved prior to the day of testing. Students must earn a score of no less than 70% on a workbook test in order to proceed to the next workbook.

6. Tutoring

For Home Study students, WBA offers up to four (4) hours of onsite tutoring per month at no additional charge. Appointments must be made in advance to ensure that adequate staff is present. Tutorial hours do not accumulate from month to month. Any additional tutoring above the four hours provided will incur an hourly charge.

7. Records

Willow Bend Academy shall maintain adequate cumulative records of the progress of each student. Should the student desire to transfer to another school, apply for college, apply for a job, or need a transcript for any other reason, Willow Bend Academy shall provide such transcript as long as the student has no outstanding fees.

8. Report of Progress

Willow Bend Academy shall provide the parent with monthly reports of the academic progress of the student. The parent shall also be notified of any special circumstances regarding the student's learning and/or behavioral issues. The parent may request a conference with staff by setting an appointment in advance. Due to the busy daily routines of our staff, they are NOT available for unexpected drop-in visits to discuss matters that should be handled in a conference.

Part II – Description of Parental Responsibility

1. Payment of Fees

The parent shall ensure payment of all fees covered in this agreement.

Prior to beginning class, the annual registration fee, curriculum fee, technology fee, and one half of the annual tuition must have been paid. International students are required to pay all fees in full, including the International Program Fee.

Applications for financial aid must be filed in advance. The amount must be determined prior to the beginning of class. Registration fee, curriculum fee, technology fee, and adjusted tuition must be paid prior to beginning class.

Registration fee, tuition, curriculum fee, technology fee, and other fees are neither refundable nor transferable.

Initial & date

WBA relies solely on the payment of tuition and fees to pay staff salaries, purchase curriculum, and provide adequate facilities in which students can learn.

2. Financial Policies

There are many reasons for choosing a private school. The major reason is that parents want to invest in their child's future in order to give him/her every possible opportunity for future success.

Willow Bend Academy provides unique educational advantages. The faculty and staff at Willow Bend Academy are committed to offering each student that opportunity for success. With the eight to one student/teacher ratio, our teachers spend far more time with each individual student than is common in traditional classrooms. The ratio allows for individual tutoring, encouraging, and coaching students academically, as well time for mentoring. Teachers complement, not replace, the home in helping our students master learning, and as a result, master life.

With our faculty and staff offering a full commitment to the students, we feel it is appropriate for the health of the school to expect a commensurate commitment from school families. With this in mind, the following financial policies have been established:

1. Each student will submit an annual registration fee; registrations are accepted on a first come basis. The registration fee ensures that the student will have a seat in the class. The sooner a student is registered, the more likely he/she is to have a choice of teacher and class time.
2. On July 15th, the registration fee, tuition, curriculum fee, technology fee, and other fees are due. If tuition is being split between semesters (not an option for international students), the second payment of tuition is due Dec. 1st. A late fee will apply the day following a due date. In order for a student to attend school, all tuition and fees must be current.
3. In order for Willow Bend Academy to meet its contractual obligations for teachers and support personnel, there are no refunds or transfers of tuition and fees for any reason.

4. In cases of checks returned for NSF, the student may not attend school until payment arrangements have been made. A late fee will apply if this occurs on or after July 15th or December 1st.
5. Families who NEED to make monthly payments may make arrangements through www.tutionsolution.com. This is a lending agency used by several other private schools in the area. Rates are as low as 3.99% with no penalty for prepayment.
6. Financial aid is limited. Early applications receive first consideration.

3. Senior Fee

During the spring semester prior to the graduation ceremony, a senior graduation fee will be assessed in order for students to receive their diplomas at the graduation ceremony. The fee covers the cap and gown, the diploma/cover, a quantity of graduation announcements and name cards, the cost of the facilities, and speaker's honorarium.

Part III – Description of Student Responsibility

1. Proper Attitude

Time is not progress. Progress is progress. Students should enter class with the understanding that they should spend the time productively studying, receiving tutoring, and taking appropriate tests. On-Campus socializing is to be limited to the scheduled breaks.

2. Student Progress

The teachers and the parents are expected to help motivate students to achieve. In order to remain actively enrolled, a student must pass a minimum number of tests each month. The minimum test requirement varies depending on the number of school days in a given month. It is understood that progress at the minimum rate will result in delayed graduation. In order to graduate on time, students need to complete 7 to 8 workbooks each month, or 70 to 80 tests during a full school year.

In the Home Study Program, WBA does not desire to take over the role of the parent. Parents should endeavor to keep the student on a work schedule that will allow the student to complete the recommended 70 to 80 tests per year. To maintain enrollment in the Home Study Program, a student must pass at least one test per week, in addition to meeting the regular monthly minimum test requirement.

Should any On-Campus or Home Study student fail to achieve the minimum test requirement in a given month, he/she will be placed on academic probation for the following month. Extenuating circumstances will be considered on a case-by-case basis. If a student fails to achieve the minimum requirement during a probation period, he/she will be placed on *Inactive Status*, and he/she may not attend class or continue testing until a student/parent/faculty conference has been conducted to determine a strategy which will ensure success. **The student may return to Active Status after collection of the Reinstatement Fee. At the discretion of the administration, repeated failure to achieve the minimum test requirement will result in dismissal of the student.**

3. Handbook

A Student/Parent Handbook is available via our website for both our On-Campus and Home Study students. On or before a student's first day of attendance, the student is required to sign a contract acknowledging that he/she has read and understands the provisions of the handbook. Students and parents are expected to abide by the policies in the handbook. Parents of Home Study students will be required to sign the Home Study Agreement.

Part IV – Schedule of Fees and Tuition

Enrollment Date: _____

Student Name: _____

Parent/Guardian Name: _____

On-Campus _____ Home Study _____

Registration Fee: \$ _____ (per student, nonrefundable)

Curriculum Fee: \$ _____ (per student, nonrefundable)

Technology Fee: \$ _____ (per student, nonrefundable)

Tuition: \$ _____ (per student, nonrefundable. Tuition must be paid in advance, or by monthly installments through www.tuitionsolution.com)

Fines and Miscellaneous Fees

International Program Fee: \$ _____ (per student, nonrefundable)

Special Services Fee: \$ _____ (per student, nonrefundable)

Returned Check Fee: \$ _____

Transcript Fee Per Copy \$ _____

Senior Graduation Fee: \$ _____ (Payable with fees during senior year registration)

Reinstatement Fee: \$ _____

Program Transfer Fee: \$ _____

Late Fee: \$ _____

Credit Card Convenience Fee: 3% _____

Part V – Consent to Search

In order to maintain a safe environment for all students, I give my consent in the event that there is probable cause, as determined by the school administration, for my student's belongings, including automobiles, pockets, purses, backpacks, briefcases, zip-up notebook binders, and other similar items, to be searched for the presence of weapons or illegal substances.

Parent or Guardian Signature

Date

Part VI – Photograph Release

I hereby grant my permission to Willow Bend Academy, on behalf of its agents and employees, to use photographs, videos, and/or likenesses of my child in school publications such as brochures and newsletters, on display in school, in electronic versions on the school website and its related social networking sites, and in other promotional vehicles, now and in the future, without further notification. I understand that my child's name will not be discussed in any video publications/programs without my expressed permission.

I hereby waive any right to inspect or approve the finished product, which may include my child, that may be used in conjunction with other promotional vehicles, now and in the future, whether that use is known or unknown to me. I waive any right to royalties or other compensation arising from, or related to, the use of photographs, videos, or the likenesses of my child.

Parent or Guardian Signature

Date

I have read and fully understand the contents of this agreement. We as a family agree to abide by each guideline set forth in this document.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____