

**New Student Tuition Contract / Enrollment Agreement**

Bishop Guertin High School

Please return your **Registration Fee of $350** and **Tuition Deposit of $850,** made payable to Bishop Guertin High School, along with this signed contract to, BG Office of Admission, 194 Lund Rd. Nashua, NH, 03060. **Please note**: these fees are **non-refundable** and must be received in the Office of Admission by the date referenced in your acceptance letter.

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| **PAYMENT OPTIONS**  Please see the enclosed information for TM (Blackbaud Tuition Management) enrollment. Once you have completed the TM enrollment process, the school will enter your tuition information.  Please check a box indicating how you choose to pay your child’s tuition and fees less any tuition deposit. If no selection is made, the Business Office will automatically assign a single payment invoiced option.   Option 1: Full payment through TM by June 30. *If* payment is received by June 30th, an early payment **discount of $200\*** may be taken. Agreement must be in place with TM by May 1st.  € Option 2: Two TM payments. Payment 1 in June and payment 2 in December. **($20 TM Enrollment Fee applies)**. This TM payment plan includes an early payment **discount of $50\* per payment**. Agreement must be in place with TM by May 1st.  € Option 3: Ten monthly TM payments from June through March. **($50 TM Enrollment Fee applies)**. Agreement must be in place with TM by May 1st.  **\*Note: If you receive financial aid from BG, you do not qualify for an early payment discount.** |

**BILLING INFORMATION: 1**

**Guarantor Name: \_**­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student’s Name:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Print or Type**

**Billing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street** **City** **State** **Zip**

**Guarantor Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street (cannot be a PO)** **City** **State** **Zip**

**Email address of guarantor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Home Phone**: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cell Phone:** (\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Work Phone:** (\_\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BILLING INFORMATION:2**

**Guarantor Name: \_**­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student’s Name:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Print or Type**

**Billing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Street** **City** **State** **Zip**

**Guarantor Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BG WITHDRAWAL POLICY**

Tuition refunds may be offered based on the schedule below. Students and families are expected to make a good faith effort, in collaboration with the school’s administration, to resolve difficulties and attempt to complete this contract before any refund will be considered.

1. The withdrawal of a new student before July 20th will result in forfeiture of both the registration fee and the tuition deposit. For returning students, the registration fee is not refundable.

2. The withdrawal of a student after July 20th and before the school year commences will result in the forfeiture of the equivalent of 10% of the total tuition for that year.

3. The withdrawal of a student once the school year commences, but within the first semester, will result in the forfeiture of the equivalent of 10% of the total tuition for that year for each month enrolled beginning with July. For example, withdrawal during October would result in the forfeiture of the equivalent of 40% of the total tuition for that year. Once the second semester has begun: no refunds are made at any time.

**TERMS OF ENROLLMENT BEYOND THE 2022-2023 SCHOOL YEAR:** You understand and agree that the terms of this agreement will continue for the duration of your student’s enrollment at Bishop Guertin High School (the School), with the following conditions:

1. This agreement does not guarantee continued enrollment. Prior admission to the School does not guarantee admission in any subsequent year. No student may be considered for re-enrollment or financial assistance for succeeding academic years unless the account is considered current. If any payment is delinquent for 60 days following the due date, the student may be excluded from school attendance and activities. The school also reserves the right to require the withdrawal of a student if it determines withdrawal to be in the best interest of the student or the School. Reasons may include but are not limited to the student’s unsatisfactory academic performance or behavior by the parent, guardian, or student that is detrimental or disruptive to the School.

2. The School will continue to bill you under the same Tuition Payment Option for the duration of your student’s enrollment unless we hear differently from you.

3. The tuition rates are subject to change from year to year, and you agree to pay these rates. Tuition generally increases by approximately 2 to 4% each year. The School reserves the right to adjust this amount. Tuition and estimated non-tuition expenses are updated on the School’s website annually.

**COLLECTION COSTS:** If the School initiates collection on amounts owed under this Tuition Contract/Enrollment Agreement, you agree to pay the school’s reasonable attorney’s fees and collection costs, even if no suit or action is filed. If a suit or action is filed, the amount of such reasonable legal fees shall be fixed by the court.

**I/WE AGREE TO THE TERMS OF THE ENROLLMENT AGREEMENT AND WITHDRAWAL POLICY DESCRIBED ABOVE:** (Please note that the School requires the signature of all parents/guardians and the signatures of any other individual(s) assuming financial responsibility for school charges if this is a person other than the parents/guardians).  *Guarantor? May Inquire?*

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PARENT/GUARDIAN SIGNATURE (1) PRINT NAME DATE

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PARENT/GUARDIAN SIGNATURE (2) PRINT NAME DATE

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SIGNATURE OF OTHER INDIVIDUAL PRINT NAME DATE