



## Enrollment Form and Tuition Contract

### GENERAL INFORMATION

The information contained in this Enrollment Form and Tuition Contract will be maintained in school records and relied on by Integrity Academy, so it is important that all information provided be complete and correct, and that Integrity Academy be notified of any changes. If you have any questions regarding this form, please contact us before submitting. ALL REQUIRED SECTIONS MUST BE COMPLETED, EXCEPT THOSE NOTED AS OPTIONAL.

### STUDENT INFORMATION

---

First Name	Middle Name	Last Name	Date of Birth	Nickname (if any)
------------	-------------	-----------	---------------	-------------------

### PARENT/GUARDIAN #1 INFORMATION

- Responsible Person named below assumes responsibility for all financial obligations contained in this Enrollment Form and Tuition Contract.

---

Legal Name of Parent/Guardian #1	Nickname(s) (if any)
----------------------------------	----------------------

---

Place of Employment / Position	Work Phone
--------------------------------	------------

---

Relationship to Student	DL/ID#
-------------------------	--------

---

Address
---------

---

City	State	Zip
------	-------	-----

---

Home Phone	Cell Phone	Primary Email
------------	------------	---------------

### PARENT/GUARDIAN #2 INFORMATION

- Responsible Person named below assumes responsibility for all financial obligations contained in this Enrollment Form and Tuition Contract.

---

Legal Name of Parent/Guardian #2	Nickname(s) (if any)
----------------------------------	----------------------

---

Place of Employment / Position	Work Phone
--------------------------------	------------

---

Relationship to Student	DL/ID#
-------------------------	--------

---

Address
---------

---

City	State	Zip
------	-------	-----



---

Home Phone

Cell Phone

Primary Email

GRANDPARENT(S) INFORMATION (optional)

Please complete if you would like your child's grandparents to receive information and updates from Integrity Academy.

---

Grandparent(s) Name

---

Primary Email(s)

---

Address

---

City

State

Zip

---

Home Phone

Work Phone

Cell Phone

GRANDPARENT(S) INFORMATION (optional)

---

Grandparent(s) Name

---

Primary Email(s)

---

Address

---

City

State

Zip

---

Home Phone

Work Phone

Cell Phone

GRANDPARENT(S) INFORMATION (optional)

---

Grandparent(s) Name

---

Primary Email(s)

---

Address

---

City

State

Zip



Home Phone

Work Phone

Cell Phone

**TUITION SCHEDULE & PAYMENT PLANS**

Payments will be made by submitting postdated checks. All checks are due upon submission of this form, and should be made out to Integrity Academy. If any tuition payment is returned unpaid, after the second occurrence, Cash/Cashier's Check/Money Order will be required for all remaining payments. Checks can be exchanged for alternate payment, if requested by the 1st day of the month.

\*\*\*Returned Check Fee: \$25

\*\*\*Delayed Payment Fee: \$25

**PLEASE CHOOSE YOUR PAYMENT PLAN**

	Fee/Purpose	Amount	Check #	Check Dated
	Required: ***			
***	2016-17 Commitment Deposit	\$500		Due with Contract
***	2016-17 Supply Fee	\$250		August 5, 2016
***	2016-17 Daily Meal & Snack Plan	\$1000		August 5, 2016
***	No Hassle Fundraiser (per family, not student)	\$250		February 5, 2017
***	Tuition Payment Plans:			
	PLAN A	\$10,000		August 5, 2016
	PLAN B	\$5150 (installment fee)		August 5, 2016
		\$5150 (installment fee)		January 5, 2017
	PLAN C	\$940 (installment fee)		August 5, 2016
		\$936 (installment fee)		September 5, 2016
		\$936 (installment fee)		October 5, 2016
		\$936 (installment fee)		November 5, 2016
		\$936 (installment fee)		December 5, 2016
		\$936 (installment fee)		January 5, 2017
	****No tuition collected this month, ONLY NHF AND COMMITMENT DEPOSIT for 2017-18****			February 5, 2017
		\$936 (installment fee)		March 5, 2017

		\$936 (installment fee)	April 5, 2017
		\$936 (installment fee)	May 5, 2017
		\$936 (installment fee)	June 5, 2017
		\$936 (installment fee)	July 5, 2017

**GENERAL AGREEMENTS**

Upon submitting this Enrollment Form and Tuition Contract the Responsible Party must pay a Commitment Deposit of \$500.00 to secure Student’s place for the following school year. The Responsible Party understands and agrees that the Commitment Deposit will not be refunded under any circumstances. The Responsible Party agrees to pay all tuition, supply fee, meal plan and associated fees according to the terms of this Contract. Tuition payments will be made by delivering post-dated checks for each payment at the time of submission of this Contract. Checks will be deposited on the 5th of each month that payment is due, according to the payment plan the Parent has selected. Returned checks will result in the assessment of a fee of \$25.00 plus bank fees charged as a result of the returned item. This fee, along with good funds in the amount of the returned check, must be delivered to the Integrity Academy within three (3) days of notification of the returned check. If tuition payments are more than thirty (30) days past due, Student may be denied admittance until payments become current or until a written plan of payment is approved by the Integrity Academy Executive Director. The Integrity Academy shall not be required to release any assessment reports, teacher evaluations or other Student records unless all amounts due the Integrity Academy have been paid in full.

The Responsible Party agrees that all miscellaneous fees/expenses incurred in connection with Student’s education are due when billed and include, but are not limited to, walking excursions, extracurricular events, transportation costs, and additional supplies. The Responsible Party will be given prior notice of all such miscellaneous fees/expenses.

The Integrity Academy reserves the right, at the sole and complete discretion of the Integrity Academy Administration, to dismiss or suspend Student if his/her conduct is negatively affecting the learning and/or social environment. Unless Student’s behavior poses a threat to the health or safety of other students or the staff, in advance of dismissal or suspension, the Integrity Academy Administration will advise Parent of the behavior in question and allow for a five (5) class-day period for the behavior to be corrected to the satisfaction of the Integrity Academy Administration. If the behavior in question poses a threat to the health or safety of other student(s) or staff, the Student may be subject to immediate suspension or dismissal. Student’s re-enrollment may be refused in cases where the Integrity Academy Administration deems that Integrity Academy is unable to meet Student’s academic or behavioral needs.

Parent has received and read the Integrity Academy Community Handbook and will adhere to, and support Student in adhering to, the requirements of the Integrity Academy Community Handbook.

**POLICY FOR LEARNERS WITH SPECIAL NEEDS**

- (1) The parents must acknowledge and accept that the child has special needs requiring additional supports and services. The parents must seek an assessment from appropriate professionals either through a private practitioner (speech pathologist, psychologist, medical doctor, etc.) or through the public school district in order to identify the special needs and to receive recommendations for supporting the learner at home and school.
- (2) Should the learner require supports and services from outside professionals (such as counseling, occupational therapy, speech therapy, specialized instruction, a classroom aide, etc.), the parents will make the arrangements for the child to receive those supports and services and are responsible for the cost of those services.
- (3) Third party providers employed by the parents must agree to work in collaboration with Integrity Academy mentors in order to adequately support the student in the educational setting.

**WITHDRAWAL/DISMISSAL POLICY**

Parent and Responsible Party agree that the obligation to pay the tuition for the full academic year is unconditional and remains in effect regardless of Student’s completion of the academic year, except only as provided below:

- (A) If Integrity Academy receives written notice of Parent’s withdrawal of Student prior to August 5, 2016, the Integrity Academy shall be entitled to retain the Commitment Deposit. No further tuition obligation shall exist and any excess amount previously paid shall be refunded to the Responsible Party.
- (B) If Integrity Academy sends written notice of Student’s dismissal for any reason in the Integrity Academy’s sole discretion, on or before the twenty eighth (28<sup>th</sup>) class day following enrollment, the Integrity Academy shall be entitled to retain the Commitment Deposit, Supply Fee, Meal Plan and any tuition payments collected to date. No further tuition obligation shall exist and any excess amount previously paid shall be refunded to the Responsible Party.



- (C) If Student is required to withdraw as a result of a bona-fide medical condition, the Integrity Academy shall offer Student an opportunity to repeat the then-current school year at no additional charge; however, no refund will be provided and full tuition for the current year shall remain due and payable.
- (D) Because Integrity Academy incorporates aspects of self-directed learning in our educational model, should the child’s special needs interfere with his or her ability to participate in self-directed learning, the family will be released from their contract to seek alternate educational settings where the student’s needs can be adequately met. Additionally, if the child’s special needs manifest in violent or aggressive behavior, the family will be released from their contract to seek alternate educational settings where the learner’s needs can be adequately addressed.

**ACKNOWLEDGEMENT**

By signing this contract Parent(s) and Responsible Party (if other than Parent) represent that all information provided is true and correct, acknowledge that they have read and understand all of the terms and conditions of this Enrollment Form and Tuition Contract, the Integrity Academy Community Handbook, and understand that this is a binding contract between the Integrity Academy, the Parent(s) and Responsible Party.

---

Parent/Guardian #1 Signature

---

Printed name Date

---

Parent/Guardian #2 Signature

---

Printed Name Date

---

Responsible Party (if other than Parent/Legal Guardian)

---

Printed Name Date

---

Integrity Academy Date  
 By: Ali Ronder, Executive Director

In the event a dispute shall arise between the parties directly or indirectly related to this Contract, the parties shall negotiate in good faith and agree to participate in mediation under the auspices of the Austin Dispute Resolution Center (<http://austindrc.org/>), or other mutually agreeable third-party mediator(s) prior to commencing formal legal proceedings. Integrity Academy does not discriminate on the basis of gender, race, color, religion, disability, sexual orientation, or national or ethnic origin in the administration of its educational policies, admission practices, scholarship programs, or any other administered program.

As used in this Contract, the term “Parent” shall include Legal Guardian where applicable.



This contract & tuition must be completed, scanned and emailed back, to [registration@integrityacademy.org](mailto:registration@integrityacademy.org), or mailed or hand delivered to:

Integrity Academy  
Attn: Registrar  
1701 Toomey Road  
Austin, Texas 78704