

**HALIFAX ACADEMY, A CHRISTIAN SCHOOL, INC.**  
 1400 Three Bridges Rd  
 Roanoke Rapids, NC 27870  
 Enrollment Contract for the **2025 – 2026** Academic Year

Have you applied for the Equal Opportunity Scholarship? ___ YES                      ___ NO
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Parent(s), guardian, trustee, or other financially responsible party must sign on back and return this contract to the school.

Print Name of Parent/Guardian **as listed on NCSEAA & FACTS:** \_\_\_\_\_ **(FACTS Customer here)**

Print Name of Parent/Guardian **as listed on NCSEAA & FACTS:** \_\_\_\_\_

Name of Student <small>(Must match NCSEAA &amp; FACTS) (List oldest student first)</small>	Rising Grade	Tier	Tuition	Anticipated Scholarship Amount	Anticipated Parent Balance
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Totals</b>			\$ _____	_____	_____

In consideration of the acceptance of this enrollment by Halifax Academy, A Christian School, Inc., hereinafter referred to as the Academy, the undersigned agree(s) to pay the total tuition as listed above for the enrollment of the above named student(s). **If for any reason the anticipated amount of the scholarship is not received or differs from the above, I understand that I am financially responsible for the difference.**

New applicants must remit the current membership fee before the application may be submitted to the board of trustees for approval. If the applicant is not accepted, the fee will be refunded. If the applicant is accepted, the membership fee becomes nonrefundable. The membership fee is a one-time fee per family. The membership fee is not transferable.

**Existing members must turn in their enrollment form(s) and enrollment contract by March 15, 2025** or a late registration fee of \$200.00 will be assessed. If existing members register after June 15, 2025, a late registration fee of \$300.00 will be assessed. There will be no exceptions. A place will not be reserved for a student until the **registration forms are submitted. The deadline for existing members to submit a payment agreement through FACTS is July 15, 2025.**

Please indicate your preference for tuition payment by circling one of the following. If you do not choose an option, you will be set up on the annual payment option. Annual payers will not be given the option of switching to the monthly payment option.

1. Annual payment option. **Registration forms are due March 15, 2025. Tuition is payable in full on or before August 1, 2025 or last business day prior to August 1<sup>st</sup>.** Children of annual payers who are not paid in full by August 1, 2025 will not be allowed to begin the school year and a late fee of \$240.00 will be assessed.
2. **Anticipated parent balance divided by 9 =** monthly payments of \$\_\_\_\_\_, **July 2025 – March 2026**, payable on/or before the last **business** day of each calendar month. Those selecting this option will be charged \$20.00 per month for payments not received on or before the last business day of the month. Children of monthly payers who become delinquent will be denied attendance/sports participation. All accounts must be current by first day of school. All accounts must be paid in full by **March 31, 2026** or children will be denied attendance until accounts are settled.

There will be a service charge of 1 ½% per month on all past due balances after **March 31, 2026.**

I/we understand that:

1. The Academy reserves the right of dismissal. Any pupil who persistently neglects work, who fails to meet academic standards, who exercises poor citizenship, who fails to cooperate, or whose parent(s) or guardian(s) fail to cooperate; will be asked to withdraw from the Academy. Records will be checked at former schools before final student acceptance.
2. Parents and students agree to comply with and be subject to Halifax Academy's rules and policies as set forth in the handbook. The Board of Trustees has the right to suspend or terminate the attendance of any student for failure to comply with the rules and policies of Halifax Academy or for any reason that the Board of Trustees considers detrimental to the school community.
3. If a family member engages in behavior, communications or interactions, on or off campus, that are disruptive, intimidating, or aggressive, or that otherwise interfere with the Academy's educational purpose, the Board of Trustees reserves the right to suspend or terminate the student's enrollment. The administration may also place restrictions on a family member's involvement or activity at school for any reason that the administration deems appropriate.
4. The Academy reserves the right to place applicants in a grade or class section within the grade judged most suitable for his or her level of academic performance.

5. Unless otherwise indicated, the pupil for whom this application is made will be considered capable of full participation in the physical education and sports activities appropriate to his or her grade level. OVER>
6. All applications for existing members must be processed by August 1, 2025, to guarantee re-enrollment and to insure re-enrollment for the opening day of school.
7. The child of any member whose indebtedness to the Academy is overdue may be denied attendance/sports participation.
8. No diploma or school records will be released for a child of any member who is delinquent in the payment of tuition, including work hours.
9. Any suspension, termination or restriction shall be in the Academy's sole discretion. There will be no refund of tuition where a suspension or termination of enrollment occurs after the beginning of the school year. The Board of Trustees also reserves the right to withdraw an offer of enrollment or re-enrollment at any time.

The refund policy applies to every member. **All withdrawals and requests for refunds must be submitted by student withdrawal form.** For any member who has prepaid tuition, and whose child/children does/do not start the school year, tuition will be refunded and work hour obligation will be forgiven. However, Halifax Academy will not issue a refund check for hours worked. The refund policy applies to tuition only. Membership and other fees are nonrefundable. Any member with a child/children attending one day of the first semester is liable for the total tuition for the semester and for all work hours. If the student is withdrawn during the first semester, only the tuition for the second semester will be refunded. Any member with a student attending one day of the second semester is liable for tuition for the entire year. **The above policy applies to every member, including opportunity scholarship recipients. HA may be required to refund a portion of the funds back to the program upon withdrawal. However, you are still financially responsible for the remaining balance of the tuition to be paid as per Halifax Academy's refund policy.**

Please initial \_\_\_\_\_ I have read and fully understand the refund policy.

Families must work **30** hours or pay **\$1200.00**. The work period is from **April 1, 2025** through **March 31, 2026**. The completed worksheet must be submitted to the front office before the **close of school on March 31, 2026** in order to receive credit for hours worked. **There will be a one-hour penalty for each day late for worksheets received after March 31, 2026.** Work hours will be added to each member's account balance and will be credited upon the submission of their approved worksheet. Families may work some of the hours and pay for the remainder of the hours. However, **only one worksheet will be accepted.** Please check one of the following:

- I plan to work
- I plan to pay **(Must be paid in incidental billing through your FACTS portal.)**
- I plan to work some hours and pay for the balance

Each family is required to participate in a fundraiser sponsored by the board of trustees. This fundraiser obligation is not to exceed **\$400.00** per family in ticket sales paid to Halifax Academy. All money for this fundraiser is to be paid at the front office no later than **May 9, 2025**. Failure to meet the due date will result in a \$25.00 late fee. The above named child(ren) will not be allowed to attend class, receive report cards, transcripts, or allowed to participate in graduation ceremonies until it is paid in full.

Each family also is required to participate in a fundraiser sponsored by the patron's association. This fundraiser obligation is not to exceed **\$125.00** per family in patron's raffle ticket sales and one Viking Fest item assigned by patron's (value of **\$15**) for a total of \$135.00 due by the deadline established by the patron's association. If these requirements are not met, a \$25.00 late fee will be assessed. If not paid by December 31, the above-named child/children will not be allowed to return to class until it is paid in full.

I understand that in signing this enrollment agreement for the coming academic year, I am agreeing to accept on behalf of my child(ren) the rules and regulations of the Academy and to be bound by them. I have read and understand the rules and regulations of the academy. If parents are legally separated or divorced, the parent with custody of the child(ren) should sign and write N/A in the other space.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Halifax Academy, A Christian School, Inc. admits students of any race, color, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.**