



Nova Elm Academy (NEA)

44900 Acacia Lane, Suite 101

Sterling, VA 20166

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Website: www.NovaElmAcademy.org

Enrollment Agreement

Terms and Conditions:

_____ (initial)	I understand that this application will make me eligible for an available space or I will be placed on the waiting list. ENCLOSED IS THE ONE TIME UP-FRONT NON-REFUNDABLE FEE PAYMENT OF \$250 AND WILL BE CASHED UPON RECEIPT UNLESS I AM NOT OFFERED A SEAT. In case a class is cancelled all fees will be returned.
_____ (initial)	I understand that my obligation to pay the fee of \$_____ per month, for each academic month my student attends, is unconditional and that no portion of the fees paid or outstanding will be refunded or cancelled in the event of absence, withdrawal or dismissal from NEA of the above student. I also understand that I am still responsible for the registration, supply, and book fees as well as the one month's tuition; these are non-refundable no matter the reason.
_____ (initial)	I understand there will be a \$35 bounced check fee applied to my child's account if my check bounces for any reason. There is a \$5 credit card processing fee. A \$30 fee will be charged if the credit card declined.
_____ (initial)	I understand that in signing this Enrollment Agreement for the coming academic year, the parties hereto agree that the program makes all policies regarding operational and education matters, and the rules concerning payment of fees as stated above.
_____ (initial)	I agree to accept the rules and regulations of NEA as stated in the current Parent Handbook. I understand that the Parent Handbook may be subject to revisions at any time. I will be given notice of any change.
_____ (initial)	I hereby give permission to NEA to seek emergency medical treatment for my student(s) in case I cannot be contacted by phone. I will be responsible for all expenses incurred for any treatment.
_____ (initial)	I understand that if I choose to participate in the text messaging service, I will be responsible for all related charges from my carrier. I will in no way hold NEA responsible for any charges that may arise from this service. NEA will not share, sell or exchange any cell phone number to any person or entity.
_____ (initial)	I understand that NEA is a homeschool tutoring service and I, as the parent/guardian of my student, am ultimately responsible for his/her education.
_____ (initial)	I understand that I am obligated to pay the agreed security fee of \$25/month (Full Time Students ONLY).
_____ (initial)	I understand that I will sign in and out my child in the NEA attendance register.
_____ (initial)	I further understand that late pick up fees will be enforced as follows: \$5 first 10 minutes and \$1 every minute thereafter till the child is picked up.
_____ (initial)	I UNDERSTAND THAT AS A PARENT OR LEGAL GUARDIAN I WILL BE RESPONSIBLE FOR CHILD'S REGISTRATION FOR HOME SCHOOLING WITH THE STATE OF VA OR THEIR COUNTY OF RESIDENCE.
_____ (initial)	I agree NEA may use my child's picture in its brochure or face book advertising materials without any monetary compensation.
_____ (initial)	I understand that NEA will release students to both parents unless a court custody/visitation order is presented.
_____ (initial)	I hereby accept that I have been provided with a copy of the Parent Handbook, and I agree to abide by the rules stated therein.

Parent Signature: _____

Date: _____