



**PARENT CONTRACT: SCHOOL AND FAMILY**

This contract is entered into between the First Lutheran Church and School, by and through its governing board (hereafter referred to as School) and its authorized signatory Principal, and whose address is 2231 Broadway, Helena, Montana, 59601; and

(Father/Guardian) \_\_\_\_\_, whose address is

\_\_\_\_\_ Phone # \_\_\_\_\_ and

(Mother) \_\_\_\_\_, whose address is

\_\_\_\_\_ Phone # \_\_\_\_\_

(hereafter referred to as Parents) of \_\_\_\_\_  
(hereafter referred to as Student) attending First Lutheran Church and School.

Whereas, First Lutheran Church and School provides education and other services for students attending the First Lutheran School, such services further identified in the *First Lutheran School Student – Parent Handbook* (found online at [www.firstlutheranhelena.org](http://www.firstlutheranhelena.org)) and policies adopted by the School Board; and

Whereas, Parent(s) desire their child (Student) enroll, attend and receive the education and other services provided by said School; and

Whereas, it is the desire of the parties to define the terms, tuition and responsibilities of the various parties in this agreement, accordingly,

**IN CONSIDERATION OF THE MUTUAL PROMISES MADE HEREIN, THE PARTIES AGREE AS FOLLOWS:**

School Education and Services

School will provide education and other services, as described in the *First Lutheran School Student – Parent Handbook* (found online at [www.firstlutheranhelena.org](http://www.firstlutheranhelena.org)) to said Student; such Handbook being subject to change by the First Lutheran Church and School Board, for a period of one school year, commencing on August 30, 2017 and completing the school year on June 1, 2018.

Parent to Comply with Handbook and Policies

Parent agrees to comply with the conditions and responsibilities described in the *First Lutheran School Student – Parent Handbook* (found online at [www.firstlutheranhelena.org](http://www.firstlutheranhelena.org)), the policies adopted from time to time by the First Lutheran Church and School Board and the terms and conditions set forth in this Contract. Parent desires that their child (Student) receives education and other services. The *First Lutheran School Student – Parent Handbook* and policies are hereby made a part of this Contract.

Parent's Obligation to Make Timely Payment Tuition

Parents agree to make monthly payment of the tuition amount set forth in the Attachment marked *Attachment One*, which is incorporated and made a part of this Contract. Parents agree to make checks payable to First Lutheran School and deliver to the office or mail to:

First Lutheran Church and School  
2231 Broadway, Helena, Montana 59601

Monthly Payment Schedule and Late Payment Charge

Parents agree the monthly payment is due no later than the 15<sup>th</sup> of each month starting the 15<sup>th</sup> day of August for the first payment and the last payment due May 15<sup>th</sup>. Parents agree to pay a late charge of \$25.00 for each month the payment is late.

Parent's Obligation of Notice

For any Student whose tuition is seven (7) days delinquent, the Parents will be contacted by the Principal or her designee to make payment arrangements. For any Student whose tuition is one month delinquent, and where special arrangements have not been agreed upon in writing by the Principal or her designee, written notice will be sent to the Parents at the address identified herein. The notice will indicate that the Student's enrollment and attendance in the School will be discontinued within five (5) business days from the date the notice was sent. The Student will not be allowed to re-enroll or attend or receive the education or other services until full payment of delinquent amounts, including late fees, have been paid in full, and upon written consent of the School Board and Principal. School records for the Student will not be released until all charges are paid in full.

In addition, a Student's attendance at the school may be terminated upon failure of the Student to comply with the Student Code of Conduct as described in the *First Lutheran School Student – Parent Handbook* (found online at [www.firstlutheranhelena.org](http://www.firstlutheranhelena.org)) and policies adopted by the School Board.

Parent's Responsibility to Provide Notice to Withdraw Student

**Parents shall provide the Principal written notice of the Parent's intent to withdraw their Student from enrollment from the school. This written notice must be provided to the Principal one month (30 days) prior to actual Student withdrawal. The Parent's financial obligation for the current month will discontinue one month (30 days) after receipt of written notification or when the Student leaves the school, whichever is later.**

Collection Fees and Costs

Parents agree to pay for all collections fees, including court costs and attorney fees should it be necessary to engage a collection agency to enforce the terms of this contract and/or recover delinquent tuition.

Parents' Joint and Severable Financial Responsibility

Parents agree they have joint and/or severable liability for any and all tuition, book or activity fees, interest, late payment fees, or collection costs incurred as a result of this contract.

Contract Cancellation

First Lutheran School reserves the right to cancel the Parent Contract due to any noncompliance of contract terms.

I have read the entire Contract and Attachments One and Two and agree to the terms herein. I understand that my Child and I are responsible to comply with the policies of the School Board and the *First Lutheran School Student – Parent Handbook* (found online at [www.firstlutheranhelena.org](http://www.firstlutheranhelena.org)). I agree to the charges and financial conditions set forth herein.

Person(s) Responsible for Tuition Payment \_\_\_\_\_

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

Stacy Smith  
\_\_\_\_\_  
Principal, on behalf of First Lutheran  
First Lutheran Church and School  
Helena, Montana

\_\_\_\_\_  
Date