



Office Use Only:	
Employee Campus:	_____
Zoned Campus:	_____
PK Requested Campus:	_____
Entry Date:	_____
Entry Time:	_____

EMPLOYEE

TUITION BASED PRE-K ENROLLMENT AGREEMENT

The parent(s)/guardian(s) of _____ (“Student”) hereby enroll the student in the Cleburne Independent School District (“Cleburne ISD”) tuition based Pre-Kindergarten Program (Pre-K Program), for the 2019-2020 school year, subject to the provisions below. In consideration of the acceptance by the Pre-K Program of this agreement, the Parent(s) agree, jointly and severally, to pay the Tuition and Fees as set forth in this Enrollment Agreement (“Agreement”). Tuition and fees include payment for a full-day pre-kindergarten program, on student school days designated by the Cleburne ISD 2019-2020 School Calendar.

I. Tuition

The Parent agrees to pay the required Tuition and Fees, as specified below.

A. Summary of Tuition

Non-refundable Deposit (applied to August tuition)	\$ 100.00
Annual Tuition (10 months/pro-rated based on school days)	\$ 3,300.00
Tuition is due the 1st of each month, starting August 1, 2019.	
(Employees have the option to use payroll deduction at each pay period)	

Initials

B. Non-refundable Fees

A non-refundable deposit of \$100.00 must be submitted at time of acceptance. If the student is accepted in the Pre-K Program and fails to attend or is withdrawn, this deposit will not be returned to the Parent. In addition, if the student is withdrawn from the Pre-K Program for any reason and is accepted back into the Pre-K Program at a later date, the parent must submit a new deposit of \$100.00.

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C. Tuition Payments

The \$3,300 annual tuition is payable based on 176 calendar school days, regardless of the number of school days of service in any particular month.

- **Employee Utilized Payroll Deduction**
Cleburne ISD district employees may utilize the payroll deduction system

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The first payment is due August 1, 2019 and the last payment on May 1, 2020. First month's tuition can be paid between April 30, 2019 and July 30, 2019. Prompt tuition payment is required each month to maintain your child's placement.

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Based on the 2019-2020 yearly/school calendar, monthly tuition payments must be received for each month as follows (unless payroll deducted):

TUITION FOR MONTH OF:	PAYMENT DUE
August	August 1, 2019
September	September 2, 2019
October	October 1, 2019
November	November 1, 2019
December	December 2, 2019
January	January 6, 2020
February	February 3, 2020
March	March 2, 2020
April	April 1, 2020
May	May 1, 2020

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II. Delinquent Accounts

The Parent understands and agrees that the timely payment of tuition and fees in accordance with this Agreement is important to the operating budget of the Pre-K Program. Accordingly, the Parent agrees as follows:

- A. Monthly tuition is due on the **1st school day of the month** (see schedule). There is a **\$20.00** late fee for tuition received after the close of business on the due date. (Example: Tuition due August 1. Payments received after 4:00 p.m. will be considered late.
- B. **Any account which is delinquent as of the last school day of the month in which the payment is due may result in automatic withdrawal of the student from the Program on the first school day of the following month the payment was due.** Such suspension, dismissal, or refusal by Cleburne ISD to allow the student to attend shall not be considered a breach of this Agreement by Cleburne ISD and shall be without prejudice to any other rights Cleburne ISD may have under this Agreement.
- C. A student who reapplies to the Pre-K Program after being automatically withdrawn for a delinquent account must reapply to the program as a new student, pay all past due tuition, and pay a new deposit, before being considered for re-enrollment.
- D. Any student who is automatically withdrawn twice (2 times) for a delinquent account **will not** be eligible to apply for re-enrollment in the Pre-K Program.

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III. Cleburne ISD Authority

Cleburne ISD reserves the following rights:

- A. To require the immediate withdrawal of any student whose presence is considered detrimental to either the student's or the Pre-K Program's best interest or who the Pre-K Program determines is not benefiting from or adjusting to the Pre-K Program;
- B. To reject, for any reason, an enrollment application in the Pre-K Program for any subsequent year;
- C. To immediately suspend or dismiss any child from the Pre-K Program that the faculty or administration of the Pre-K Program or Cleburne ISD may determine needs additional educational and/or special education services that cannot be provided by the Pre-K Program; and
- D. To immediately suspend or dismiss any child whose parents fail to comply with the rules and/or procedures of the Pre-K Program and/or the provisions of this Agreement.

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IV. Parent Acknowledgments

- A. Registration will be on a first-come, first-serve basis. Cleburne ISD Employees will have the first option to enroll. Remaining openings will be given to district residents on a first-come, first-serve basis. Completed enrollment packets will be stamped with the date and time of receipt. (District residents must provide either current utility bill or mortgage/lease agreement with name and address for verification). Incomplete enrollment packets will not be eligible to be considered for enrollment.
- B. The Parent acknowledges that the Pre-K Program is solely a self-funded tuition-based program, which **is not** supported by state or school district funds. **TIMELY PAYMENT OF TUITION AND FEES IS, THEREFORE, A REQUIREMENT FOR ATTENDANCE.**
- C. The Parent agrees that if the Pre-K Program is not deemed appropriate for the student’s ability and needs, Cleburne ISD may require the student’s withdrawal from the Pre-K Program.
- D. The Parent agrees to provide all transportation to and from the Pre-K Program for the student.
- E. Cleburne ISD is not considered a daycare establishment. It considers the Pre-K program to be an integral part of the Pre-K -12 educational programming. Because the number of openings are limited in the Pre-K Program, **it is an expectation for parents to have their child arrive to school on time daily.** This will avoid disruptions for the classroom. We want your child’s teacher to have the best opportunity to maximize the learning environment.
- F. If you know your child is going to be absent for an extended time, please contact the school office.
- G. The Parent acknowledges that Cleburne ISD may deny access to any child believed to be suffering from an illness which could endanger the health of other students and/or faculty, including, but not limited to, communicable diseases, fever, flu, chicken pox, etc.
- H. The Parent acknowledges that the Pre-K Program **is not** a special education program under the Individuals with Disabilities Education Act (“IDEA”) and that any pre-kindergarten student who is eligible for special education services under the IDEA may be served through other placements in early childhood programs.

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V. Termination

It is agreed that enrollment of the Student, as specified in this Agreement, may be cancelled by the Parent, without penalty (except forfeiture of the remainder of the month’s tuition with ten (10) days written notice. However, if a Student is withdrawn or removed by either the Parent or by Cleburne ISD from the Pre-K Program during any calendar month, the parent **is not** entitled to any refund of tuition already paid.

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VI. Miscellaneous

- A. The Parent acknowledges that this Agreement represents the complete agreement between the parties, and that this Agreement supersedes any prior agreement(s), promise(s), or representation(s), either written or oral.

- B. This Agreement is fully performable in Johnson County, Texas. Exclusive jurisdiction and venue for any legal proceeding under this Agreement shall be in state district court in Johnson, County, Texas.

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PLEASE READ ENTIRE CONTRACT AND FULLY UNDERSTAND BEFORE SIGNING AND DATING BELOW.

Is Parent(s)/Legal Guardian a Cleburne ISD District Resident? ___Yes___No

****If yes, must provide one of the following for district verification: current utility bill, current mortgage or lease agreement with name and address.**

CISD Campus: _____

Parent/Guardian Financially Responsible for Student: _____

Child's Name

Parent(s) Name

Home Address

Contact Number

THIS DOCUMENT IS A CONTRACT WHICH SHALL BE INTERPRETED AND ENFORCED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.

I certify that all information on this application is true and correct. I understand that school district officials may verify the information on the application/contract. If investigation indicates false information has been provided, my child may be withdrawn from the program.

Signature of Parent/Guardian

Date



Pre-K Payroll Deduction Form

Employee Name: _____ Employee ID: _____

Student Name: _____

Deposit Method:

Payroll Deduction Amount: _____ Date: _____

Tuition deduction start date: _____ Deduction amount: _____

Tuition deduction end date: _____

I agree that the tuition and/or deposit amounts listed above will be deducted from my CISD paycheck during the above-specified dates.

Employee Signature

Date

