

*To finalize the enrollment process: sign and return with a \$5,000 enrollment deposit*

STUDENT NAME & GRADE in 2019-2020:  
PARENTS/GUARDIANS (RENWEB FAMILY NAME):  
FAMILY RENWEB ID#:

Agency: \_\_\_\_\_

Agency Contact: \_\_\_\_\_ (Name)

(Phone #) \_\_\_\_\_ (email) \_\_\_\_\_

**INTERNATIONAL STUDENTS TUITION**

- \$22,000 is the full annual tuition including the enrollment deposit, paid as follows:
  - \$5,000 (enrollment deposit)
  - \$17,000 (balance) paid by June 5, 2019

*By signing below, both parents/guardians agree to the terms above, the terms below and the terms in Sections I & II on the back of this sheet.*

- *I have read and understood all the terms, above and on the back of this sheet, and agree to abide by their conditions*
- *I agree to enroll my child at Xavier for the entire academic year 2019-2020*
- *I agree that I am obligated and liable for the full academic year tuition fee even if I am to withdraw my child at any time before the end of the academic year*
- *I agree to pay the tuition fee on time in accordance with the terms and schedule of the payment plan above*
- *I hereby acknowledge that by enrolling at Xavier for the 2019-2020 school year, my son or daughter will be enrolled in the Drug Testing Program for the entire 2019-2020 school year*

**BOTH Parents need to sign, or Legal Custodians, or Legal Guardians or Representative Agent**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**I. GENERAL POLICIES and ADDITIONAL FEES: PLEASE READ CAREFULLY**

*The following policies & practices are intended to protect the financial security of the school's programs, and are written in the spirit of open and honest communication between parents, legal guardians, legal custodians or representative agents and Xavier's Administration*

1. A family with an outstanding balance will not be invited to re-enroll at Xavier for the following year unless approved by the Business Office
2. A family that has not followed up on its payment will not have access to Renweb online and, subsequently, the student will not be issued a class schedule and textbooks, and will not be allowed to attend school
3. Families enrolling a child after June 1, 2019 and before the first day of school will be charged the enrollment deposit plus full annual tuition
4. Families enrolling a child after the first day of school but before the end of the first semester will be charged the enrollment deposit plus full annual tuition. Families enrolling a child after the end of the first semester will be charged the enrollment deposit plus 65% of the full annual tuition
5. Scheduled payments for tuition must be current at all times. Keeping payments current insures that a student will be allowed to attend his/her scheduled classes, take exams, receive grades, credits and transcripts; will be allowed to participate in school-sponsored sports, events and trips, and receive a diploma at graduation.
6. Tuition does not include the following: uniforms, school organized fieldtrips and events unless otherwise announced, transcript requests, assessment tests. Textbooks are inclusive; however lost textbooks will be billed to Renweb at \$75 each
7. Graduation fee \$200, senior year only , is not included in the tuition

**II. REFUNDS & NOTES: PLEASE READ CAREFULLY**

1. The Enrollment Deposit is non-refundable.
2. No refund of tuition will be processed without a completed withdrawal form signed by all responsible parties, parents and/or legal custodians, legal guardians or representative agents as listed on this form. The date on the withdrawal form is considered the effective day of withdrawal
3. When you enroll your child at Xavier, your financial obligation and commitment to Xavier is for a full year of tuition. Because the school's expenses are incurred on an annual basis, Xavier cannot afford to refund, to pro-rate, to discount, to adjust or to cancel previously billed tuition, collected or not yet collected, in the case of a withdrawal on or after the first day school, and parents / legal guardians / legal custodians / representative agents will remain responsible for the unpaid balance on the account.
4. Xavier will not refund, pro-rate, discount, adjust or cancel previously billed tuition, collected or not yet collected, if a student is either dismissed or asked to withdraw from school for disciplinary reasons, and in such a case parents / legal guardians / legal custodians / representative agent will remain responsible for the unpaid balance on the account
5. Refunds, when applicable, will be processed within 30 days of the withdrawal date
6. After separation from Xavier, regardless of the reason, the final account balance due remains payable per the terms of the applicable payment plan
7. You may not receive regular statements or reminders to pay your tuition and other assessed fees; it is your responsibility to periodically check your account balance online through Renweb to keep your account current. To avoid late payment fees of 3%, timely communication is needed with the Business Office whenever a payment must be missed or delayed
8. The School's obligations under this Agreement shall be suspended immediately and without notice during all periods that the School is closed because of *force majeure* events, including without limitation any fire, natural disaster, war, governmental action, act of terrorism, pandemic, epidemic, or any other event beyond the School's control. If such an event occurs, the School's obligations under this Agreement shall be suspended until the School may reopen safely, which the School will determine in its sole discretion and there will be no reduction or refund of tuition and fees for the discontinuation and disruption of the school year
9. **All international students, with no exception, must maintain an agency representation while attending Xavier. The agency of choice must be approved and endorsed by Xavier's Business Office**