

CORNERSTONE Tutorial, Inc.

Enrollment Agreement

Having chosen to make use of Cornerstone Tutorial, Inc. classes to help meet our home education goals, we understand that we are making a commitment to Cornerstone Tutorial, Inc. in regards to both our involvement and finances as acknowledged below.

INVOLVEMENT:

1. At least one parent is **required** to attend Back to Cornerstone Night in the fall. In the event that neither parent is able to attend, we understand it is our responsibility to make sure an adult family member is present.
2. We understand that we are responsible for overseeing our student's work. It is our responsibility, and not the tutor's, to check the weekly assignments.
3. If for some reason we need to change, delete, or modify an assignment given by the tutor, we will contact the tutor.
4. We will be willing to serve Cornerstone Tutorial, Inc. as part of a set-up team, lunch monitor team, or tear-down team, about 5 times during the school year. If we are unable to keep our commitment, we understand that we are responsible to secure a substitute.
5. We will support the dress code as stated in the Cornerstone Family Handbook. If, in the opinion of the study hall monitor or Cornerstone board member, our child is found to be in breach of the dress code, we agree to come to Cornerstone to provide alternate clothing, or remove our child from Cornerstone for the remainder of the day.
6. We will be financially responsible for any damage caused by our child to church property.
7. If a problem regarding our child's education arises, we agree to follow the course of action outlined in the Cornerstone Family Handbook. We will first attempt to work with the tutor. If we are not satisfied with the results, we will contact the tutor liaison who will arrange for three way communication between the tutor, the parent, and the tutor liaison, or another board member. If we are still not satisfied with the outcome, we will contact the tutor liaison who will present the matter to the board.
8. We understand that our student is required to remain in the building between classes unless the study hall monitor receives WRITTEN permission to the contrary.
9. We agree to read and follow Cornerstone policies as stated in the Cornerstone Family Handbook which is available on the Cornerstone website.

FINANCES:

1. We understand that all fees are payable at the time of registration, unless we select to participate in the designated payment plan (FACTS) offered at registration.
2. We understand that once we register, we will have a seventy-two hour, (3) day period in which we can get a refund of COURSE FEES. After the three (3) day period, no refunds will be given. We understand that the administrative fee is not refundable at all and class changes result in a \$50 fee.
3. We understand that materials and planning are based on registration information. A student's withdrawal FOR ANY REASON does not reduce the tutor's costs. There will be no refunds given due to withdrawal from a class.

Father's signature

Mother's signature