



Ricks Institute

Re-Enrollment Contract

P. O. Box 114, Virginia, Liberia, www.ricksonline.org
Mobile: + (231) 770561809 OR + (231) 886621064

(RE) ENROLLMENT CONTRACT/AGREEMENT 2018/2019

(Please fill out one per student and returned at Ricks' Business office)

Student: _____
(First Name) (Middle Name) (Last Name)
Date of Birth: Month _____ Date _____ Year _____ Class _____

The undersigned hereby contract to (re) enroll the above student at the Ricks Institute (Ricks') for the 2018/2019 school year. Acceptance for enrollment/ Re-enrollment is at the discretion of Ricks Institute's administration. I/We have read, understood, and agreed to the following terms and conditions:

PAYMENT OF TUITION, FEES: (I/we) agree that (I/We) are obligated for payment of tuition and fees for the entire duration of enrolment in academic 2018/2019 regardless of whether (my/our) (child/ward) is withdrawn or dismissed from the school before the end of a school year, subject to the schedule set forth below. (I/we) agree that (my/our) (child/ward) will not be allowed to attend classes if (my/our) children returned prior to release of official record, credits, and/or final report sheets. All withdraws should be communicated in writing to the School.

RICKS' acceptance of this contract is conditioned on full payment of the prior year's financial obligations to RICKS through the Tuition Installment Plan. While there are prior commitments to the official beginning of classes each semester, student(s) are required to pay no less than the required amount indicated on the payment schedule by the required date stipulated on the schedule. All payment should be made to the GN bank (**Account number 0511205029701**). The annual tuition has been divided into 4 equal quarters to assist in easy payment.

In recognition of the fact that the school has limited number of seats to offer in each class, (I/we) understand (my/our) obligation to pay tuition for the full academic year unconditional and no portion of such fees, paid or outstanding, will be refunded or canceled. Thus, no refund of tuition and/or any fees will be made in the case of termination of enrollment. The school will not accept credit from one student account to be transferred to another student's tuition / fees. I further understand that in the case of withdrawal, or dismissal of my/our child from Ricks, any and all the tuition and fees are forfeited.

UNIFORM: I hereby agree that my/our child will follow the approved uniform code ascribed for each activity at Ricks. I agree that all school uniforms will be purchased from the school. Athletic equipment, library books, and all school properties must be account for.

PUBLICITY RELEASE: We hereby irrevocably authorize Ricks, its successors and assigns, and those acting with its permission and upon its authority, to photograph or videotape my/our child (or talent by my/our child) for advertising, publicity or any other lawful purpose for Ricks. We will receive no compensation for such use and we hereby release Ricks, its successor and assigns, and those acting with its permission and on its authority, for any liability, responsibility or claim that might arise by reason of any exercise of the authority granted above. If we do not consent to such use, we will notify Ricks' administration in writing seven (7) days of my/our child's enrollment.

CELL-PHONE AND USAGE

At Ricks Institute, students are not allowed to bring or use cellphones on campus. It is absolutely against our school rules. No student is allowed to carry along electronic devices that are using Telecommunication **SIM-CARDS** such as: Tablets with (SIM slogs) and all mobile phones. Our students are only allow to use laptop-computers and tablets that are **SIM** free. A student can be given punishment, suspension or expulsion base on administrative ruling.

EMERGENCY SITUATIONS: In the event of any sickness, or accident or other emergency situation involving the student at a time/place that is impractical for Ricks to contact the parent /guardian or for the parent/guardian to be present, the undersigned authorizes Ricks to temporarily act in *loco parentis* (in place of the parent) to approve or provide whatever immediate care, assistance, management or services the student may require. The undersigned agree to pay for any and or all expenses incurred in providing for such needs of the student. In case of an emergency and in the event that the parent cannot be contacted, the parent hereby grants permission for the student's records to be released and for necessary medical treatment to be administered.

WAIVER OF LIABILITY: It is expressly agreed that the participation by our child in any activity of RICKS, including, but not limited to class, recess, physical education, dining, sport, school-sponsored trips away from campus and any other school-related activity or extracurricular activity ,and the use of any school facility or property, shall be undertaken at my /our child's own risk .RICKS, its servants, agents and employees, shall not to be liable for any claims, demands, injuries, damages, actions or causes of actions whatsoever to us or our child property or our child's property arising out of ,or connected with our child being at RICKS. I/we do hereby expressly, forever release and discharge RICKS, Its agents employees and management from all such claims, demands, injuries, damages, actions or causes of action and from all acts of active or passive or negligence on the past of Ricks, its agents missing on the entire campus. While the institution will seek all measure to attend to missing (s) items, Ricks is not LIABLE for any missing items from a student.

The parents shall Ricks for any damage to Ricks' property caused by the student beyond reasonable wear and tear as determined by Ricks in its discretion.

The school shall not be liable for any student who leaves campus unauthorized or during an official/mandatory school break such as general weekends, Easter break, semesters' break etc.

GENERAL CONDITIONS: I agree to accept, support, and consent to the policies of Ricks, agree to cooperate with the faculty and administration of Ricks, in caring for my child or children in the instructional program and management of the school, and to cooperate in having my/ our child observes the rules and regulations of the school as promulgated by the principal/chief administrative officer in writing and orally and to observe the school standards for dress, behavior, and grooming. My/Our child's continued enrollment in Ricks will be contingent upon the student's and parent's/ guardian's compliance with school's regulation. I acknowledge that Ricks has a disciplinary policy, which may subject all students, in k-12 grades, to corporal punishment and consent to its provisions. I also acknowledge that Ricks has a random drug and pregnancy testing policy, which may subject my/our child or children to drug and or pregnancy testing and consent to its provisions.

Students are re-enrolled on an annual basis subject to an evaluation of their academic achievement, conduct, and influence on others. The final decision rests with the principal. A student's re-enrollment may be held for disciplinary, academic, or financial reasons. The principal will notify parents if re-enrollment is to be withheld.

Ricks Institute admits students of any tribe, race, color, religious affiliation, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarship and athletic and other school-administered programs. Any student guilty of bullying and student due to physical challenge, race, physical appearance, ethnicity etc. will be expelled automatically.

Specifically, I agree that the school policy is zero tolerance with my child possessing cell phone, drugs, alcohol and tobacco. I further agree to the school policy that my child shall not engage in violence. Physical aggression, sexual or physical harassment, lying, stealing, plagiarism, and cheating. Alleged students will be evaluated and violation of these policies will result in immediate expulsion from school.

All statements pertaining to my/ our child's application, both written and verbal, especially those concerning his/ her academic and disciplinary records are accurate. I understand that any misrepresentation may jeopardize his/ her continual enrollment at Ricks.

I/we agree that excessive absence (excuse and unexcused) may exclude my child/ ward from re-enrolling at Ricks.

ENTIRE AGREEMENT: This Re-enrollment contract constitutes the entire agreement between the parties and supersedes any prior agreements, understanding or communication, whether oral or written, relating to the subject matter hereof, and no modifications or amendments are valid unless in writing and signed by all parties.

As used in this Re-enrollment Contract, the words “understood”, “I”, “we” and “our” refer jointly and severally to the person or persons who sign below as parents or guardians of the student.

(Both parents/ guardians must sign this contract to acknowledge agreement with its contents.)

_____	_____	_____
Mother’s (Guardian’s) please print your name	Signature	Date

_____	_____	_____
Father’s (Guardian’s) please print your name	Signature	Date