

February 4, 2008

Dear Parents, Guardians and Families of BBMCS:

Once again our annual registration process is upon us. As you know there is an ever-increasing cost of providing quality education for our children. We have excelled as one of the most economical private schools on the island, maintaining and upgrading our facilities, and continuing to provide excellent academic programming. However, the cost of education, coupled with our need to develop our facilities and services and prepare for our re-accreditation, warrant an increase in the fees we assess our families.

Accordingly, the BBMCS Consultative Board and management of BBMCS announce the following registration and fees for the 2008-2009 school year.

Registration (returning students) by February 29, 2008			\$ 450.00
Installment plan is as follows:	February 15, 2008	\$ 150.00	
	March 14, 2008	\$ 150.00	
	April 15, 2008	\$ 150.00	
<b>Registration fee must be paid in full by April 30, 2008 to avoid additional \$50.00 fee.</b>			
Registration (new and returning students) after April 30, 2008			\$ 500.00

**N.B. REGISTRATION IS NON-REFUNDABLE**

			<u>With 5% discount</u> <u>(if paid in full by 8/29/08)</u>
10 monthly payments	1 child	\$ 350.00/month	\$3,325.00
	2 children	\$ 610.00/month	\$5,795.00
	3 children	\$ 765.00/month	\$7,267.50
	4 children	\$ 845.00/month	\$8,027.50

If you plan to enroll your children for the 2008-2009 school year, kindly fill out the enclosed forms in full and sign where appropriate. Payment and registration for current students and families are due March 31, 2008. Open enrollment will begin thereafter. Only properly and timely enrolled students will have their seats reserved. Students with past due accounts will not be permitted to register for the next school year until such accounts are satisfied. Please carefully read and review the enclosed forms, as they contain various policies for enrollment and payment.

We thank you for your support, loyalty and trust over the years. We hope you continue to find that BBMCS provides a quality service at a reasonable price. We still strive to provide our best to you and your children. God bless you all.

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**Sister Mary Emiline Artero, RSM**  
*President, BBMCS*

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**Joaquin C. Arriola, Jr.**  
*President, BBMCS Consultative Board*

**AGREEMENT TO ASSUME FINANCIAL RESPONSIBILITIES and ABIDE BY RULES, REGULATIONS and POLICIES OF BISHOP BAUMGARTNER MEMORIAL CATHOLIC SCHOOL.**

In consideration of the enrollment and education of the students identified herein, the undersigned Parents or Guardians agree to pay any and all costs, registration, tuition, fees and assessments incurred while students is enrolled at BISHOP BAUMGARTNER MEMORIAL CATHOLIC SCHOOL (BBMCS). Such fees and costs include, but are not limited to, registration fees, tuition fees, extended care fees, book fees, instructional fees, assessments, cafeteria fees and such other fees and costs as may be imposed by BBMCS. I understand that registration fees are non-refundable, and monthly tuition fees and extended care fees are due for any period of any month that the student remains enrolled in BBMCS. We agree to pay the tuition fees as follows:

- ( ) **Annual Payment: DUE ON OR BEFORE AUGUST 29, 2008 (5% discount for payment in full)**
- ( ) **10 Month Payment Plan: FIRST PAYMENT DUE AUGUST 1, 2008 with the remainder of payment due on the FIRST OF EACH MONTH, FINAL PAYMENT DUE PRIOR TO FINAL EXAMS. Payment made after the 10<sup>th</sup> of each month will result in a 10% late fee penalty.**
- ( ) **Return Check Fee \$50.00**

**It is understood and agreed as follows:** Should payments be made with checks which are returned unpaid for any reason, BBMCS will assess the undersigned all costs of the returned check, and may require as a condition of continued enrollment, that all future payments be made by means other than personal check. The obligation of the undersigned to pay the tuition for the period of enrollment is unconditional and no portion of such tuition paid or outstanding will be refunded or cancelled regardless of the subsequent absence, withdrawal or dismissal from BBMCS, subject to verification by BBMCS. The Parents or Guardians shall make all payments when they become due, and if not made within thirty (30) days, the Parents or Guardians shall be in default of this agreement and BBMCS shall have the right to terminate the student's enrollment and disallow the students to attend further classes or activities at the school, and deny access to any and all information and records concerning the students, including denial of the opportunity to sit for examinations or graduate. Further, BBMCS shall be entitled to collect and receive all remaining balances due under this Agreement regardless of the student's withdrawal or dismissal, together with all costs and attorney's fees incurred in the collection of sums due and owing to BBMCS. In the event any legal action or proceeding or any other action is initiated to enforce or collect under the provisions of this Agreement, BBMCS shall be entitled to reasonable attorney's fees and costs of collection.

**Medical Authorization and Consent:** In case of accident or emergency, the undersigned authorizes a staff member to take the student to the primary physician identified in the student's Medical History Form, or to the nearest hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of the student, at the undersigned's expense. BBMCS agrees to make immediate attempts to notify the undersigned of any emergency. The undersigned hereby gives consent to BBMCS to provide emergency dental or medical care prescribed by a duly licensed physician (M.D.) or dentist (D.D.S.) for the student. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of the student.

**Consent Generally:** The undersigned authorizes BBMCS to provide meals, snacks and beverages to the student, and agrees to give written notice to BBMCS of any allergies the student may have to food or drinks. The undersigned authorizes the student to use all indoor/outdoor equipment within BBMCS, under supervision of BBMCS, and grants permission for the student to participate in any and all activities with BBMCS. Parent further consents and grants permission to BBMCS, or its authorized representative, to take pictures and/or video of the student for use by BBMCS.

**It is understood and agreed** that by signing this Agreement for the current academic year, the Parents or Guardians hereby warrant and confirm that they have reviewed the BBMCS Parent/Student Handbook, and agreed to abide by its terms and conditions. It is also understood and agreed that the undersigned Parents or Guardians will support the Administration of BBMCS; However, in the event the Parents of Guardians do not feel they can support the Administration of BBMCS, they will promptly withdraw their students, remaining liable for all costs, tuition and fees incurred. It is understood and agreed that by signing this Agreement for the current academic year and any subsequent year that the student remains enrolled in BBMCS, the Parents or Guardians hereby assumes, warrants and guarantees payment of the tuition, fees and assessment, and agrees and accepts the rules and regulations of the school, and agrees to endeavor to ensure that the students comply with said rules and regulations.

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PARENT/GUARDIAN SIGNATURE

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DATE