



*Orangeburg Preparatory Schools, Inc.*

**Upper Campus**  
2651 North Road NW  
Orangeburg, S.C. 29118  
Phone: (803)534-7970  
Fax: (803)535-2190

**Lower Campus**  
168 Prep Street  
Orangeburg, S.C. 29118  
Phone: (803)536-3000  
Fax: (803)535-2328

Website: orangeburgprep.com  
E-mail: office@orangeburgprep.com

March 19, 2015

Dear Parents,

Thank you so much for entrusting your child's educational advancements with us. Orangeburg Preparatory Schools, Inc. continues to strive for excellence in all endeavors. Our faculty and staff work diligently towards the goal of providing a quality education to our children. For the 2015-2016 school year, the OPS Board of Directors has worked to uphold the expected standards of education and to provide an exceptional level of security. At the same time, we also must face the reality of funding the federally mandated Health Care Reform. Understanding the unstable economic times we all face, we recognize the need to balance affordability and access while meeting these funding priorities.

With this in mind and in order to plan and budget correctly, we ask for our parents to commit for the upcoming year. We must know the number of students who will be attending Orangeburg Prep in the upcoming 2015-2016 school year. Your involvement in this process is of utmost importance.

Please read over the enclosed contract. **As a binding document**, this contract will allow the Board of Directors and the administration to make decisions for the upcoming year. Please return the contract with the building fee attached if you have not satisfied your five-year commitment (see following paragraph). Class sizes and salaries for the entire year are determined by the number of returned contracts. Because so many decisions are based on these contracts, be very mindful when signing. If for some reason the contract needs to be broken, there is a **\$500 cancellation fee**. Please complete and return the contract by Friday, April 10th. If a contract is returned after April 10th, a re-enrollment fee of \$150 plus the appropriate building fee must accompany the contract.

Also, please note that if your child has been at OPS for five consecutive years, you have met the \$500 building fee requirement. As a result, you will not have to send \$100 to accompany the contract. If you have not paid this fee for five years, you will need to return \$100 along with your child's contract. If you have any doubts, please contact our Business Office.

As always, our goal is to help prepare your child for success in college and in adult life. We have made large investments in recent years in technology, buildings, and capital improvements. We feel that the success of our graduates is a reflection of our highly qualified and dedicated staff.

We solicit your help and suggestions in making our school the best that it can be.

Yours for quality education,

*Orangeburg Preparatory Schools, Inc. Board of Directors*

/sbr

*"A School of Tradition With a Vision for the Future."*

*Orangeburg Preparatory Schools, Inc.*



**Upper Campus (6th—12th Grade)**

2651 North Road, NW  
Orangeburg, SC 29118

Phone: 803/534-7970 Fax: 803/535-2190

**Lower Campus (Pre-K—5th Grade)**

168 Prep Street

Orangeburg, SC 29118

Phone: 803/536-3000 Fax: 803/535-2328

Website: orangeburgprep.com

E-mail: office@orangeburgprep.com

**Office Use Only**

Date Received \_\_\_\_\_

Building Fee Received \_\_\_\_\_

Admissions Director Initials \_\_\_\_\_

Business Manager Initials \_\_\_\_\_

*Please complete the information  
in its entirety.*

*Please print LEGIBLY.*

**STUDENT INFORMATION**

Grade entering:		
Last:	First:	Middle:
Preferred Name:	<input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of Birth:	Social Security Number:	- -
Mailing Address:		
Physical Address:		
City/State/Zip:		
Home Telephone # ( ) -	Student's Cell # ( ) -	
Parents are: <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Single Parent <input type="checkbox"/> Mother Deceased <input type="checkbox"/> Father Deceased <input type="checkbox"/> Other _____		
Student Resides with:		

**FATHER/GUARDIAN INFORMATION**

**MOTHER/GUARDIAN INFORMATION**

Full Name:	Full Name:
Relation to Student:	Relation to Student:
Address: (if different than student)	Address: (if different than student)
Employer: Occupation:	Employer: Occupation:
Work # ( ) -	Work # ( ) -
Cell # ( ) -	Cell # ( ) -
E-mail:	E-mail:

**1. EMERGENCY CONTACT  
(other than parent)**

**2. EMERGENCY CONTACT  
(other than parent)**

Name:	Name:
Relation to Student:	Relation to Student:
Phone #(s)	Phone #(s)

Deadline to return contract is *April 10, 2015*.

After this date, a re-enrollment fee of \$150 will need to accompany the contract.

***This contract is subject to the following conditions and financial obligations:***

1. I understand the school has the right (1) to determine the class, the homeroom, and the work level to which the student shall be assigned; (2) to suspend or expel the student for any disciplinary reason or cause, and agree that the school shall be the sole judge of the sufficiency of such reason or cause.
2. I understand that the student shall be subject to and in conformity with the rules as set forth in the Orangeburg Preparatory Schools, Inc., handbook and any other rules adopted by the school.

***Financial obligation:***

1. I will pay the sum per year for each student's tuition, payable in annual, monthly or quarterly installments beginning June 1, 2015. Subsequent payments are due on the first day of each month or quarter. If paying quarterly, the due dates are the first day of June, September, December, and March.
2. I will pay a service charge of \$15.00 per month on all accounts 20 days past due unless other financial arrangements are approved. The monthly payment must be received (not post-marked) in the Lower or Upper Campus office by the 20th of each month to avoid service charges. Access to academic communications (Gradelink, Report Cards, etc.) will be restricted on all past-due accounts. Re-activation fees of \$25 will be assessed.
3. I will pay a fee of \$30.00 on any check returned for Non-Sufficient Funds.
4. I understand that my obligation to pay the charges for the full academic year is unconditional. I also understand that upon a breach of this contract, the school reserves the right to commence a collection action for the full amount due, plus collection costs and reasonable attorney's fees, if applicable, notwithstanding subsequent absences, withdrawal, or dismissal from school of the above student. However, if a student is withdrawn from school or a request for cancellation of contract is made, no collection efforts for the balance will be commenced if the account is brought current and a \$500.00 cancellation fee is paid. Transcripts/records will be released when account balances are paid in full.
5. This contract is binding in its entirety.

***I have read the above financial conditions and obligations and agree to its terms.***

*I will pay in full by June 1, 2015.*

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Parent/Financial Responsible Party Signature(s)**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**School Official Signature**

**Please note: Tuition payments for the 2015-2016 school year begin June 1, 2015.  
 If a student enrolls after June 1, 2015, the following tuition rates will be prorated.**

<b>Financial Responsible Party Information</b>			
Person(s) responsible for tuition obligation:		Relation to Student:	
Address (if different than Parent/Guardian):			
City/State/Zip:			
Home #	Cell #	Work #	
E-Mail (Financial Contact):			

***2015-16 TUITION RATES***  
*(Textbooks are included in Tuition Rates)*

<i>Grade Level</i>	<i>Monthly</i>	<i>Quarterly June, Sept., Dec., March</i>	<i>Yearly If paid after June 1, 2015</i>	<i>Yearly If paid by June 1, 2015</i>
<i>Pre-Kindergarten</i>	369.00	1107.00	4428.00	4296.00
<i>Kindergarten</i>	375.00	1125.00	4500.00	4368.00
<i>Grades 1-4</i>	478.00	1434.00	5736.00	5568.00
<i>Grades 5-12</i>	490.00	1470.00	5880.00	5700.00

Office Use Only

Start Date: \_\_\_\_\_ Pro-rated Tuition: \_\_\_\_\_ Referred By: \_\_\_\_\_