

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

February 13, 2008

Dear Parents,

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. As we strive for excellence towards the goal of education, we must also strive for excellence in our technology. As we plan for next year, an even greater commitment must be made to improve our facilities and technology.

While we realize that the costs associated with running a school increase, we understand there is a need to keep tuition reasonable. Once again, the Board of Directors has decided that there will be a discount if the student's tuition is paid in full by June 1, 2008. If you choose to pay monthly, there will be a slight increase in the monthly payments. Please see the attached contract for the tuition rates.

In order to plan and budget correctly, a commitment from parents must be made. We must know the number of children who will be attending Orangeburg Prep in the upcoming 2008-2009 school year. Your involvement in this process is of utmost importance.

Please read over the enclosed contract. Each contract must be returned with a non-refundable, \$100 per child building fee. Contracts will not be accepted without this fee. **As a binding document**, this contract will allow the Board of Directors and the administration to make decisions for the upcoming year. Class sizes and salaries for the entire year are set based on 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 **cancellation fee**. We will set class sizes based on the contracts returned by Friday, March 14, 2008. Contracts received after this date will be subjected to a late registration fee.

We thank you for your continued support of our fine institution. Without all of you, OPS would not be the great school that it is.

Yours for quality education,

Orangeburg Preparatory Schools, Inc. Board of Directors

/sbr

Orangeburg Preparatory Schools
 2651 North Road, NW
 Orangeburg, South Carolina 29118
Upper Campus (6th—12th grades)
 Phone: 803/534-7970 Fax: 803/535-2190
Lower Campus (Preschool—5th grades)
 Phone: 803/536-3000 Fax: 803/535-2328
Website: orangeburgprep.com
E-mail: office@orangeburgprep.com



Office Use Only

Date Received: _____

Business Manager Initials _____
 Student Services Initials _____
 Lower Campus Initials _____
 Bus. Office Ass't. Initials _____

Please complete the information below in its entirety. It is VERY important that you print legibly.

STUDENT'S INFORMATION

Grade entering:		
Student's Name: Last:	First:	Middle:
Preferred Called Name:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Student's Date of Birth:	Student's Social Security Number: - -	
Student's Mailing Address:		
Student's Physical Address:		
City/State/Zip		
Home Telephone # () -		

FATHER'S INFORMATION

MOTHER'S INFORMATION

Father's Name:	Mother's Name:
Father's place of employment:	Mother's place of employment:
Father's job title:	Mother's job title:
Father's Work # () -	Mothers Work # () -
Father's Cell # () -	Mother's Cell # () -

1st # to call in case of emergency (please include name of who we are calling):	
2nd # to call in case of emergency (please include name of who we are calling):	
E-mail address to receive school mailing (you may provide two) PLEASE PRINT LEGIBLY	
1st:	2nd:

Please complete the information on the reverse side.

Admission to Orangeburg Preparatory Schools, Inc. is contingent upon successful testing, interview, and satisfactory records from previous school(s). Orangeburg Preparatory Schools, Inc. admits students of any race, color, and national or ethnic origin.

This contract is subject to the following conditions:

1. I understand the school has the right (1) to determine the class, the homeroom, and the work level to which the child shall be assigned; (2) to suspend or expel the child for any disciplinary reason or cause and the school shall be the sole judge of the sufficiency of such reason or cause.
2. I understand that the child 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 child's tuition, payable in monthly or quarterly installments beginning June 1st. Subsequent payments are due on the first day of each month or quarter. If paying quarterly, the due dates are the first of June, September, December, and March.
2. I will pay a service charge of \$10 per month to 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.
3. 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 child 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 within thirty (30) days of the student's withdrawal or cancellation request. This contract is binding in its entirety.

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

I will be paying

- in full by June 1, 2008 (tuition will be discounted).*
- monthly.*
- quarterly.*

Parent/Responsible Party

Date

School Official

Date

Tuition rates for 2008-2009 are included below:

2008-2009 TUITION RATES				
Grade	Monthly	Quarterly	Yearly <i>If paid after June 1, 2008 Tuition includes textbooks</i>	Yearly <i>If paid by June 1, 2008 Tuition includes textbooks</i>
4-Year Preschool (Full Day)	298.00	894.00	3576.00	3408.00
5-Year Old Kindergarten	298.00	894.00	3576.00	3408.00
Grades 1-4	411.00	1233.00	4932.00	4692.00
Grades 5-12	422.00	1266.00	5064.00	4824.00

A \$100 non-refundable building fee must accompany this contract.

Deadline to return is March 14, 2008

A late fee of \$100 will be added after this date.