

## ARETE SCHOLARS FUND | SCHOOL PARTICIPATION AGREEMENT

This agreement between the school and Arete Scholars Fund is in no way exclusive and does not prohibit the school from partnering with any other Student Scholarship Organization (SSO). It is solely designed to formalize the relationship with Arete and stands alone regardless of other relationships entered into by the school either prior to or subsequent to this present agreement.

- \_\_\_\_\_ I certify that I am submitting the tuition and fee schedule that I provided to all families considering my school for their child without regard to their method of funding. School website: \_\_\_\_\_.
- \_\_\_\_\_ I certify that we will not combine an Arete scholarship with another state scholarship to exceed a student's tuition or state limit (whichever is lower).
- \_\_\_\_\_ I certify that I have read, understand and will comply with the policies and procedures for administering the Arete Scholars Fund program for students enrolled in my school that choose to use an Arete scholarship. (Please see Attachment A: Policies and Procedures)
- \_\_\_\_\_ I understand that failure to abide by Arete's policies and procedures may result in loss of payment or loss of eligibility as a participating school in the Arete Scholars Fund program.
- \_\_\_\_\_ I understand that all participating schools agree to administer a national norm-referenced standardized test at least annually to any participating student. The standardized test we administer is \_\_\_\_\_.
- \_\_\_\_\_ I understand that we are required to submit the following information regarding participating students at least annually, as applicable: *All submitted documentation will remain confidential and is for research purposes only. Any information obtained will be used for aggregate reporting purposes.*
- \* Course grades as reflected in report cards to parents, including end-of-course grades
  - \* Standardized test scores \*Official transcripts

Participating schools must submit the following information to validate Georgia Private school compliance:

- Copy of accreditation approval letter or accreditation in progress on accrediting agency letterhead. Approved accrediting agencies include: Southern Association of Colleges and Schools, Georgia Accrediting Commission, Georgia Association of Christian Schools, Association of Christian Schools International, Georgia Private School Accreditation Council, Southern Association of Independent Schools, Cognia and Accrediting Association of Seventh day Adventist Schools (SDA)
- Copy of any school document indicating physical location in the state of Georgia (i.e. relevant page from school handbook, school letterhead or utility bill).
- Copy of employment application, page from employee handbook, OR other supporting documentation proving compliance with federal Civil Rights Act of 1964.
- Signed Arete School Participation Agreement.
- Copy of Tuition and Fee Schedule as distributed to parents.

This document must be signed by the school's head administrator AND by the school representative responsible for handling the administrative requirements for enrolled students receiving an Arete scholarship, if that individual is NOT the head administrator.

\_\_\_\_\_  
School Name School                      County of Operation                      Phone number                      Grades Served                      Date

\_\_\_\_\_  
Address (address that checks will be sent)                      City                      State                      Zip Code

\_\_\_\_\_  
Head Administrator (print)                      Head Administrator (signature)                      Head Administrator (e-mail)

\_\_\_\_\_  
Scholarship Administrator (print)                      Scholarship Administrator (Signature)                      Scholarship Administrator (email)



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## ATTACHMENT A: Policies and Procedures

Arete is pleased to be able to offer Georgia students an opportunity to access an education that will best fit their individual needs and provide parents a choice in educating their children. Partnering with schools is an important part of the process. We look forward to working with you to provide a quality education to these students.

1. Arete scholarships are awarded to students. Students may take their award to the eligible school of their choice.
2. This award does not override a school's established policies on admission standards.
3. If a participating school determines a student eligible for admission, the school may accept the award as payment or partial payment of the student's tuition, depending on scholarship amount. If the tuition amount is less than the award amount, then the balance of the award may be used to cover additional school fees, such as registration fees, testing fees, book fees, and sport fees. If the tuition amount is more than the award amount the school and parents should formalize a contract on how the difference will be paid.
4. Arete pays the school only for the full quarters that the student is enrolled. If the student leaves for any reason, the scholarship follows the student. In the event a student leaves mid-year we pay for the quarters the student has attended. The remaining funds, follow the student if they transfer to another participating school. Arete requires that the school provide notice within five (5) business days of a student's withdrawal.
5. Arete makes quarterly payments on the student's behalf. Payments are made in Sept, Dec, Feb and May. Prior to each quarterly payment we require the school to verify enrollment. Award payments will be sent to the school.
6. It is the schools responsibility to notify Arete if a check did not arrive or has been misplaced. We will reissue a check up to 6 months from the original issue date. After 6 months the school assumes the loss and may not pass the liability on to the family. Checks deposited after 6 months from the date of issue will be due and payable back to Arete.

All completed documentation must be returned via email to:

Mary Helen Wirwa

Email: [georgiascholarships@aretescholars.org](mailto:georgiascholarships@aretescholars.org)



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