



MCA Re-enrollment Application

2016-2017

Dear Parent/Guardian:

As part of the re-enrollment process we ask that you log in to your MySchoolworx account and check your parent/student information, then inform us on this application of any changes that need to be made. If you need help logging in, contact the school office. Then complete the following steps:

Step #1: Completed Application returned to MCA with re-enrollment fee (per student) of \$150 by March 31st; \$250 thereafter.

- Re-enrollment application along with student information sheet changes.
- Re-enrollment Contract (on back of application)

Step #2: Meet with Finance Manager to make tuition payment arrangements

Student Registration (Oldest to Youngest)

Child #1 Name: _____ Grade to Enter: _____

Birth Date: _____ Student resides with : Mother Father Step-Mother Step-Father Guardian

Student's Email Address: _____ Student Cell Phone: _____

Child #2 Name: _____ Grade to Enter: _____

Birth Date: _____ Student resides with : Mother Father Step-Mother Step-Father Guardian

Student's Email Address: _____ Student Cell Phone: _____

Child #3 Name: _____ Grade to Enter: _____

Birth Date: _____ Student resides with : Mother Father Step-Mother Step-Father Guardian

Student's Email Address: _____ Student Cell Phone: _____

Child #4 Name: _____ Grade to Enter: _____

Birth Date: _____ Student resides with : Mother Father Step-Mother Step-Father Guardian

Student's Email Address: _____ Student Cell Phone: _____

Comments

Re-enrollment Contract

Please read over this entire contract, **check the appropriate boxes, initial items indicated, and sign at the bottom of the page.**

1. Tuition payment plan: Check your tuition payment plan choice.

- Yearly: Payment in full for the year . July 1 deadline for re-enrolling students.
 Quarterly: Four payments due July 1, Oct. 1, Jan. 1 and Apr. 1.
 10 Monthly Payments: July - April. Payments dues by the 1st of the month.
 11 Monthly Payments: June - April. Payments dues by the 1st of the month.

Note: Any missed payment or returned check made to MCA will result in a \$25.00 fee by MCA. Payments received after the due date will result in a late charge of \$25.00. If the due date falls on a weekend or holiday, the payment will be considered timely if received on the next business day. Late fees will be assessed after the 10th of the month. Students will not be allowed to continue school if payment arrangements are not made with the school. 3 NSF payments will require future payments to be made in the form of a cashier's check. **Tuition and fees are non-refundable, except as outlined in this contract.**

2. Internet Agreement: Part of the program of studies at MCA involves the use of computer technology including Internet use. I understand that my child will use the internet for educational purposes under the direct supervision of a teacher.

Initial _____

3. Photographs: Unless requested by me in writing apart from this contract, MCA has permission to use photographs/video of my child as a student in school newspapers, yearbook publications, and on the MCA website as appropriate and common for school communication and publicity. Parents understand that MCA is not responsible for students who are identified in newspapers, on websites, or at public events.

Initial _____

4. Handbook: I/we, the parent/guardian, agree to read and abide by school policies as stated in the parent/student handbook. Failure to do so may result in dismissal.

Initial _____

5. Early Withdrawal Penalty: A student withdrawn for any reason, prior to the first day of school is eligible for a full refund of prepaid tuition , minus an early withdrawal fee of \$200. Should a student be withdrawn after school has begun, for any reason, including expulsion from the school, tuition must be paid through the last day of the month in which the student is withdrawn. Prepayment will be forfeited upon early withdrawal and deducted prior to any refunds or calculation of additional monies due. Registration Fee and Textbook/Instructional Fee are non-refundable.

****For students in K3 and K4, we request 30 days notice before withdrawal. Tuition must be paid through the last day of the month in which the student withdraws. If a 30 day notice is not given, then 1 additional month of tuition will be charged.**

6. Lost Library Book Fee: \$20 or price of replacing the book (if book is of higher value). Student can replace the book themselves at no cost.
Lost/Damaged Textbook fee: \$60 or price of replacing the book (if book is of higher value).

7. Payment Policies and Procedures: I/we, the parent/guardian(s), have read and agree to abide by the stipulations as set forth in the MCA Financial Policies and Tuition and Fees document. If tuition is past due, any fees for field trips, class trips, etc. regardless of payer's intent, will be transferred to the tuition account to satisfy any past due amount. Past due accounts may be turned over to a collection agency; parents are responsible for all collection fees. Final grades, credits, and/or diplomas will be held until accounts are paid in full.

Effective Date of Contract: This contract shall be effective only upon my/our signatures, receipt of MCA Enrollment Contract, acceptance by the school , and is subject to the admission policies of MCA. Enrollment as specified in this agreement may be cancelled pursuant to item #5 above by parent(s) or guardian(s) in writing.

By my/our signatures below, we have read and agree with the Financial Policies of MCA as outlined in this contract and the Tuition and Fees Schedule.

Maranatha Christian Academy admits qualified students of any race, color, biological gender or ethnic origin to all rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, biological gender, or ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletic programs, or other school-administered programs.