



McMinnville Christian Academy

Intent to Return for Returning Families/Registration Form

Preschool – 5th Grade

Family Name: \_\_\_\_\_

At this time, it is our intention to re-enroll the following child(ren) at McMinnville Christian Academy for the 2015-2016 school year:

Child's Name \_\_\_\_\_ Grade 2015-16 year \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade 2015-16 year \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade 2015-16 year \_\_\_\_\_

\_\_\_\_\_ I currently have a child enrolled in McMinnville Christian Academy and **would like to enroll** a sibling of that child in the **2015-2016 school year**. **\*(A New Student Registration Form MUST be completed for the sibling.)**

Child's Name \_\_\_\_\_ Grade 2015-16 year \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade 2015-16 year \_\_\_\_\_

**Registration/Curriculum Fees** (due at registration)

The registration/curriculum fee holds your child's place at MCA for the 2015-2016 School Year. This is a non-refundable fee. The registration/curriculum fees for the 2015-2016 School Year are as follows:

	Regular	Early Registration (before April 13 <sup>th</sup> )
Preschool:	\$165.00	\$135.00
Kindergarten-5 <sup>th</sup>	\$360.00	\$330.00

Payment of the fees implies intent to attend. The administration makes staff decisions and purchases based on this fee, and the fee is non-refundable. Methods of payment include cash, check, or credit card.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY:

Amount: \_\_\_\_\_

Credit Card/Check number: \_\_\_\_\_

Arrangement Made/Registration monies received: \_\_\_\_\_

# Registration & Tuition Schedule

## **Registration/Curriculum Fees** (due at registration)

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## **Tuition Rates: Kindergarten - 5<sup>th</sup> Grades**

1 <sup>st</sup> Child - pay in full option	\$5350
1 <sup>st</sup> Child - payment plan option	\$5400
2 <sup>nd</sup> Child	\$4949
3 <sup>rd</sup> Child	\$4547
Each Additional Child	\$3547

## **Tuition Rates: Preschool**

	Half-Day	Full-Day
Tuesday/Thursday	\$1310*	\$2480*
Monday/Wednesday/Friday	\$1725*	\$3200*
5 Days a week	\$2675*	\$5025*

\*If choosing a payment plan option and DO NOT have a child in K-5, add a \$50 Smart Tuition Fee to preschool tuition per family.

3's & 4's AM classes 8:00 - 11:00

Pre-K class 8:00 - 11:30

Full Day classes 8:00 - 3:00

\*\*\*Extended Care available until 6:00\*\*\*

## **Tuition Payment Options**

McMinnville Christian Academy offers three payment plans to meet your needs; a 12 month plan beginning in July, a 10 month plan beginning in August, and full payment. Every family who elects to pay by a payment plan must enroll online with Smart Tuition, our tuition management company. Families who choose to pay in full do not need to enroll with Smart Tuition. Families paying in full by July 10<sup>th</sup> will receive a 3% discount, or by August 10<sup>th</sup> will receive a 2% discount. Unless paying in full, no student will be considered enrolled until a payment plan is established.

## **Financial Aid**

McMinnville Christian Academy offers financial aid to K-5<sup>th</sup> grade families who are in need. Families may apply for this assistance any time during the year. Financial aid is awarded as funds are available. A financial aid packet can be picked up at the office of McMinnville Christian Academy.

# Registration & Tuition Agreement – Page 1

Parent or Guardian responsible for tuition:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Children to attend McMinnville Christian Academy:

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Tuition \_\_\_\_\_

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Tuition \_\_\_\_\_

\_\_\_\_\_ Grade to Enter \_\_\_\_\_ Tuition \_\_\_\_\_

Total Tuition \_\_\_\_\_

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## **Payment Plan Selection (Please Select One)**

\_\_\_ Pay in full by July 10<sup>th</sup>, receive a 3% discount.

\_\_\_ Pay in full by August 10<sup>th</sup>, receive a 2% discount.

\_\_\_ 12 Month Plan- July through June- Must enroll by June 10<sup>th</sup> with Smart Tuition

\_\_\_ 10 Month Plan- August through May- Must enroll by July 10<sup>th</sup> with Smart Tuition

**(MUST COMPLETE BOTH SIDES OF THIS TUITION AGREEMENT FORM)**



# Registration & Tuition Agreement – Page 2

## **Non-Discrimination Policy**

McMinnville Christian Academy does not discriminate on the basis of race, color, gender, and national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan program, and athletic and other school-administered programs.

## **Agreement**

This agreement establishes a financial agreement between the parent(s) or guardian(s) listed above and the McMinnville Christian Academy. The parent(s) or guardian(s) will be responsible to pay tuition and fees in full to McMinnville Christian Academy according to the Registration and Tuition Schedule and this agreement.

## **Late Entry Tuition**

If your student enters the school year after the first day of school, your total tuition will be prorated according to the first day in which your student enters class. McMinnville Christian Academy will calculate the tuition by calculating the percentage of days that your student will be enrolled. Then the school will apply the percentage to the total tuition for a full year student in order to establish your partial year student tuition.

## **Withdrawal**

If your student does not complete the entire year, your total tuition will be prorated according to the quarter in which the last day that your student is in class. According to the school calendar, if the last day is in:

The first quarter you will be responsible for 25% of the yearly tuition.

The second quarter you will be responsible for 50% of the yearly tuition.

The third quarter you will be responsible for 75% of the yearly tuition.

The fourth quarter you will be responsible for 100% of the yearly tuition.

## **Past Due Accounts**

Should parents fall more than 60 days behind in paying their bill, their student(s) will be withdrawn from MCA unless special arrangements have been made with the School Board. If parents have an unpaid bill at the end of the school year, their student(s) will be ineligible to attend MCA the next school year until the bill has been paid in full. Should parents withdrawal their child from MCA during the year, they will be responsible for any balance remaining. MCA may use an outside agency to collect any funds when scheduled payments are not made.

## **Arbitration of Disputes**

For the purpose of resolving disputes, matters of disagreement, and adjudication of financial issues, the principles established in I Corinthians 6:1-8 and Matthew 18:15-17 shall be followed. Parents enter into this contract agreeing to use binding arbitration approved by the McMinnville Christian Academy School Board.

## **Signature**

I have read and agree to abide by this agreement.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

# Preschool Preferences

Primary Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Note: Our birthday cutoff for enrolling a student is the first day of school. If your child was born later than September, please contact the school to determine what grade level is appropriate for your child.

Grade Level to Enter: \_\_\_\_\_ P-3 (3 year old preschool)

\_\_\_\_\_ P-4 (4 year old preschool)

\_\_\_\_\_ Pre-K (five-day program 4 & 5 year old preschool)

Preschool preferences will be filled according to the order in which people turn in all registration forms and pay registration for the next year.

Preschool Preference: If you have a child or children entering a Preschool Class please **indicate your preference for their placement.** \*Classes offered dependent upon enrollment.

PM \_\_\_\_\_ Monday/Wednesday/Friday AM

\_\_\_\_\_ Monday/Wednesday/Friday

\_\_\_\_\_ Tuesday/Thursday AM

\_\_\_\_\_ Tuesday/Thursday PM

\_\_\_\_\_ Monday through Friday AM

\_\_\_\_\_ Monday through Friday PM

\_\_\_\_\_ All Day Option

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Enrollment Checklist

**The following items must be completed in order for your student to be completely registered for school:**

- ☐ Paid Registration Fee
- ☐ Paid Curriculum Fee
- ☐ Signed Registration and Tuition Agreement
- ☐ Completion of Scholastic History Form, including Request for Student Records Form.
- ☐ ACH Tuition Payment Arrangement
- ☐ Preschool Preference Form
- ☐ Immunization Records must be turned into the office.