

# ANNAPOLIS CHRISTIAN ACADEMY

## 2008-2009 REGISTRATION CONTRACT



Student Name	Grade
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

### REGISTRATION FEES:

**PLEASE NOTE THAT ALL REGISTRATION FEES ARE NON-REFUNDABLE AND ARE DUE AT ENROLLMENT.**

PK 4	\$200.00 PER STUDENT	_____ PD.
K – 12	\$400.00 PER STUDENT	_____ PD.

### ANNUAL TUITION

	Annual	10 Month* / Aug-May	12 Month*/ June-May
Pre K4 (3 day)	\$2,207.00	\$226.00	\$188.00
KINDERGARTEN	\$3,176.00	\$323.00	\$269.00
1 <sup>ST</sup> – 6 <sup>TH</sup> GRADE	\$4,360.00	\$441.00	\$368.00
7 <sup>TH</sup> – 12 <sup>TH</sup> GRADE	\$4,736.00	\$479.00	\$399.00
	<b>Due at Enrollment</b>	* includes \$5.00 monthly fee	* includes \$5.00 monthly fee

**Payment Plan:** Annual \_\_\_\_\_ 10 Month Plan \_\_\_\_\_ 12 Month Plan \_\_\_\_\_ (Please check one)  
**Payment Method:** Check/Cash \_\_\_\_\_ Automatic Bill Pay \_\_\_\_\_ Credit Card \_\_\_\_\_ (Please check one)

*(Credit card at finance office only please)*

Tuition payments are due the **1<sup>st</sup> working day of each month**. A **\$40.00 late fee** will be added to all accounts not received by the **10th** of each month unless prior arrangements are made with the finance office.

***I/We agree to the above selected payment plan and conditions. I understand that my child is not enrolled until this contract is signed by both parties and the registration fees have been paid.***

\_\_\_\_\_  
*Signature of Parent*

\_\_\_\_\_  
*Signature of Headmaster*

\_\_\_\_\_  
*Date*

Revised: 01142008

# ANNAPOLIS CHRISTIAN ACADEMY

## WITHDRAWALS AND REFUNDS POLICY 2008 – 2009



*Please read carefully and sign.*

ACA prepares its annual operating budget based on the number of student's registered to attend classes. Our commitments to pay salaries and other financial obligations continue even when student's withdraw during the school year. ACA recognizes the fact that situations occur and students do withdraw from time to time. ACA believes in fairness and equity and will use the schedule below to determine your balance of tuition due based on when your student is withdrawn from classes.

1] **All parents at time of registration agree to the withdrawal terms as below.**

Parents on monthly payment plan that withdraw a student(s) during either semester agree to pay:

- a) The full tuition due up to the withdrawal date, and
- b) An amount equal to **25% of the remaining tuition due through the end of the semester.**

Parents who paid tuition in full at the beginning of the school year will be refunded 75% of the pre-paid tuition balance. ACA calculates the pre-paid tuition balance based on the number of **full** months from the withdrawal date through the end of the school year.

2] **Registration Fees are non-refundable if your student attends classes.**

- 3]
  - a) You must be current on your tuition for your child to attend classes.
  - b) No student records are released with open tuition balances.
  - c) ACA respectfully requests you participate in an exit interview in the event you withdraw your student from classes.

**We have read, understand and agree to the above policies:**

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

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

### ACA POLICY OF NON-DISCRIMINATION

ACA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational, admission, financial aid or employment policies, or any other programs administered by the school.