

# Faith Christian High School (Grades K-12) Student Re-enrollment Form 2011-2012



Dear Parents,

What a great year it has been for Faith Christian School! It is encouraging to see the way that the Lord has confirmed our calling to continue with the school in spite of the economic climate. We also recognize and rejoice that He has provided for you to fulfill His call to you to attend Faith Christian School. It is our sincere hope that He continues to provide for this school and for you in the upcoming school year.

**It is time to re-enroll and make commitments for 2011-2012.** Included with this letter is a re-enrollment packet for you to complete. Additional copies are in the school office. Please note that re-enrollment requires the signature of all parties with custody before it is considered.

Please make note of the admission priorities for re-enrollments submitted in January and February:

- 1) First priority will be given to presently-enrolled students.
- 2) Second priority will be given to children whose parents are members of Faith Presbyterian Church.
- 3) The next priority will be given to the brothers and sisters of presently-enrolled students.

**Note that all priorities are removed as of March 1, 2011.** Once sections for each grade are set, available slots will be limited due to our student/teacher ratios. Because of this, we encourage you to reenroll as soon as possible to secure a slot. When open enrollment begins, preference will not be given to presently-enrolled students. All students who meet entrance criteria will be considered in the order their applications were received. Sections will be determined at the end of March.

Always keep in mind that the **number one method for student recruitment** is simply parents telling other parents about what God is doing in the lives of children, families and the community through Faith Christian School as they encourage their Christian friends to apply. **Applications are accepted beginning January 5, 2011.** If there are any questions concerning the re-enrollment process, call me at school and I will be happy to answer those questions.

Please **remember us in your prayers** as we interview new parents and make enrollment decisions for next year.

In His service,

Mr. Ryan W. Todt-Headmaster

Faith Christian School admits students of any race, color, or national origin to all rights, privileges, programs and activities generally accorded or made available to students of the School. Faith Christian School does not discriminate on the basis of race, color, ethnic, or national origin in administration of its educational policies and/or admission.

**Parents, Please return pages 4-9 with your re-enrollment fee to complete the process. Thanks.**

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## Tuition Schedule 2011-2012

The following tuition structure will be in place for the school year 2011-2012. Please be aware that timely payment of tuition is absolutely necessary in order for the child to remain an actively enrolled student at Faith Christian School.

The re-enrollment fee must accompany this application.

2011-2012 Re-Enrollment Fee \$400.00  
\$250.00

For Full-day Kindergarten - Grade 12  
For Half-day Kindergarten

**THE RE-ENROLLMENT FEES ARE NOT REFUNDABLE!** This guarantees that we will hold a slot for your child at Faith Christian School. **Please read the Financial Commitment Statement carefully.**

**JANUARY AND FEBRUARY:** Re-enrollment for current students. No Re-Enrollment accepted prior to January 7, 2008.

New applicants may submit application forms which will be coded with date of application.

Preference will be given to those who submit application forms with earliest date.

2. **MARCH 1:** Enrollment opens to all. Newly-approved applicants will be placed in classes where there is space according to order of application.

3. **TUITION SCHEDULE:**

Parents have two options in paying for their child's education while attending Faith. You may choose either a semester payment plan or a monthly payment plan. If the semester payment plan is chosen, a 2% tuition discount will apply. Both plans are outlined below:

### MONTHLY PAYMENT SCHEDULE (10 months)

|                             |                     |
|-----------------------------|---------------------|
| Kindergarten-noon dismissal | \$ 360.00 per month |
| Grades K-5th                | \$ 465.00 per month |
| Grades 6-8                  | \$ 480.00 per month |
| Grades 9-12                 | \$ 550.00 per month |

Monthly tuition is based on a 10 month plan of monthly payments **beginning on June 1, 2011.**

There is no payment due in February which allows for the re-enrollment fee payment and there is no payment in May.

### SEMESTER PAYMENT SCHEDULE (2% discount)

|  |   |
|--|---|
| Fall Semester payments (June - Oct):     | due by June 10 <sup>th</sup> in full      |
| Spring Semester payments (Nov. - April): | due by November 10 <sup>th</sup> in full  |
| Kindergarten-noon dismissal              | \$1764.00 per semester or \$3528 per year |
| Grades K-5th                             | \$2371.50 per semester or \$4743 per year |
| Grades 6-8                               | \$2448.00 per semester or \$4896 per year |
| Grades 9-12                              | \$2805.00 per semester or \$5610 per year |

|  |
|--|
| Science Lab Fee \$50.00/year (all students in grades 9-12)             |
| Graduation Fee: \$150.00 one time (seniors only)                       |
| Choir fee: \$40.00/year (middle school and high school choir students) |
| AP course fee: \$150/year (students in this class only)                |
| Graphic Arts fee: \$40.00/year (students in this class only)           |

Families with more than one child at Faith will receive a 10% tuition discount for the first additional enrollment after the oldest child; a third child receives a 15% discount; a fourth child a 20% discount, etc. (**This discount does not apply to the re-enrollment fee of \$400.**) Families receiving scholarship grants do not qualify for any tuition discounts.

The school provides textbooks for grades K-6. Parents are responsible to purchase a portion of the textbooks for grades 7-12. More information concerning this will be mailed to parents during the summer months.

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## Student Re-enrollment Form 2011-2012

A reminder from the Application form: Upon submission of re-enrollment, you are committed to the semester's tuition whether your child actually attends or not. See the Statement of Financial Commitment on page 6 of this application.

### Faith Christian School Rationale for Financial Commitment

Faith Christian School asks for a financial commitment for those who enroll or re-enroll for next year. Enrollment or re-enrollment is a commitment from the parents to pay for one semester tuition even if the child withdraws prior to the first day of School next School year.

1. The School/church takes commitments very seriously. Commitments are like covenants which bind two parties together. As Christians we should honor our word just as Christ honors His word to us.
2. The School commits to the parents to provide a full year of education which requires a full year of tuition payments. The School is committed to be here for the child and plans each year's expenditures based on the enrollment numbers.
3. The School depends on tuition payments to pay expenses. Expenses for the School include salaries for teachers, administrators, secretaries, librarian, guidance counselor, library aide, computer aide, custodians, maintenance person, and coaches. Expenses also include various contracts for copiers, computer maintenance, and software updates, as well as supplies, testing, textbooks and many more items in the School budget. The School budget is based on the commitments of the parents to send their child (ren) to the School. Once contractual relationships are made, the School cannot undo these contracts.
4. Please note that the School loses one semester of tuition should a child be enrolled and then not attend because only one semester of tuition is required to be paid. The second semester tuition is lost to the School and impacts the budget.
5. The Faith Presbyterian Church pays 10% of the cost to educate each child who attends FCS. The church has made a commitment to do this year after year; the parents are expected to uphold their commitment because the church upholds their commitment to underwrite the School each year. The church pays every penny of the electricity, gas, water, and telephone services as well as the lawn maintenance contract and all insurance costs including liability and workman's comp.
6. Parents should take very seriously the signature to enroll the child. If there is any question about whether the child will attend FCS, then the parents should wait to enroll until they are very sure that the child will attend.
7. The enrollment commitment does guarantee that a slot will be held for the child and the School makes that commitment to the parents. If the child does not come the next School year, it is not a simple matter of saying that the School has plenty of time to "fill that slot". Even if another child comes in that grade, the School still loses the anticipated full year tuition income from your child who does not come. The School would never call a parent and say that the enrolled child cannot come because the School has decided to decrease the number in a particular grade or some other reason and that the parent has plenty of time to find another School; that just does not happen. **A promise is a promise.**



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Student Re-enrollment Form 2011-2012

PLEASE READ THE FOUR STATEMENTS LISTED BELOW ON PAGES 5-9 AND SIGN THE SIGNATURE LINE AT THE END IN ORDER FOR THE APPLICATION FOR RE-ENROLLMENT TO BE VALID.

**Family Information**  
(Complete one per adult)

Relationship to student listed above:

**Father**

|                     |
|---------------------|
| Living:   yes<br>no |
|---------------------|

Note for relationship if not father: \_\_\_\_\_

Living in home with child?      Yes      No      Marital Status: \_\_\_\_\_

Name:

\_\_\_\_\_

|       |           |            |             |
|-------|-----------|------------|-------------|
| Title | Last Name | First Name | Middle Name |
|-------|-----------|------------|-------------|

Address:

\_\_\_\_\_

|                |      |       |     |
|----------------|------|-------|-----|
| Street address | City | State | Zip |
|----------------|------|-------|-----|

Mailing address

\_\_\_\_\_

|                |      |       |     |
|----------------|------|-------|-----|
| Street address | City | State | Zip |
|----------------|------|-------|-----|

(if different from street address)

Email Address: \_\_\_\_\_@\_\_\_\_\_

Phones for this family member: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_ Church now attending: \_\_\_\_\_

Employment information:

Occupation: \_\_\_\_\_ Place of work: \_\_\_\_\_

Work Phone: \_\_\_\_\_ ext: \_\_\_\_\_

Work Cell Phone: \_\_\_\_\_ (if different from personal cell phone)

Work address: \_\_\_\_\_

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Street

City

State

Zip

Family Information

(Complete one per adult - if some information is same as father, leave blank)

Relationship to student listed above:

Mother

Living: yes
no

Note for relationship if not mother:

Living in home with child? Yes No Marital Status:

Name: Title Last Name First Name Middle Name

Address: Street address City State Zip

Mailing address Street address City State Zip (If different from street address)

Email Address: @

Phones for this family member: Home: Cell:

Religious Denomination: Church now attending:

Employment information:

Occupation: Place of work:

Work Phone: ext:

Work Cell Phone: (if different from personal cell phone)

Work address:

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## Student Re-enrollment Form 2011-2012

Street

City

State

Zip

### Commitment Statements

PLEASE READ THE FOUR STATEMENTS LISTED BELOW ON PAGES 7-9 AND SIGN THE SIGNATURE LINE AT THE END IN ORDER FOR THE APPLICATION FOR THE RE-ENROLLMENT APPLICATION TO BE VALID.

#### I. Application commitment

To the best of my knowledge, all statements on this application form for re-enrollment are true and correct.

#### II. Statement of Cooperation

I hereby make application for my child to attend Faith Christian High School (Grades K-12) [hereafter referred to as the "School"]. In making this application, I understand and agree to comply with and abide by the provisions of the School Student Handbook and the rules and standards set out therein including, but not limited to, the following:

1. Faith Christian School has the right to dismiss any student who does not respect the School's standards or does not cooperate in the educational process.
2. The School has full discretion [including paddling] in the discipline of students while at school. Parents will be notified of discipline which involves paddling.
3. I agree to cooperate with the school policies and procedures and to pray for the school personnel. I agree to publicly support the school and bring whatever concerns I have to the proper individual as per Matthew 18 procedures.

#### III. Statement of Financial Commitment

1. I understand that the \$400 enrollment fee [\$250 for noon dismissal Kindergarten] is given as consideration to insure that my child has a slot at Faith Christian School for the school year 2011-2012. **I understand that this fee will not be refunded under any circumstance if my child is accepted as a student by the Headmaster and the School Board Chairman. Only if the child is not accepted or the class is full will the \$400 be refunded.**

2. I understand that if I withdraw my child from the School prior to the beginning of or during the fall semester, I will still be liable for the entire fall tuition **with payments beginning June 1, 2011, even though my child will not attend.** I understand that if I pay the second semester monthly tuition and

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## Student Re-enrollment Form 2011-2012

then withdraw my child from the School after November, 2011, I will be liable for the entire tuition for the spring semester even though my child will not attend. **Note:** The semester tuition may be waived in the event that the student moves more than 25 miles from the School or extraordinary circumstances arise as determined by the Headmaster. If the need to request a waiver of the semester's tuition occurs, I agree to meet with the Headmaster to discuss the matter. I agree to submit to the decision of the Headmaster. I understand that the reason I will be liable for the semester tuition, even though my child will not be attending, is that the School has made commitments to teachers, for resources, etc. based upon my commitment to pay the tuition requirements.

**Tuition Payments:** Fall payments: June, July, August, September, October

Spring payments: November, December, January, March, April

- Payments are due on the first day of each month.
- Initial late fee of \$10 due after the 10<sup>th</sup> of each month; additional late fee of \$10 due after the 20<sup>th</sup> of each month.
- Student may not attend class after last day of calendar month if all tuition is not paid.**

**Fall Semester Withdrawals:** We understand that should we seek to withdraw our child (ren) from FCS after signing this enrollment form and being accepted into the next semester's enrollment, then **we are responsible for paying the full semester tuition.** The school has agreed to hold the slot for our child and the parent has agreed to pay the semester tuition. This is a mutual agreement binding on both parties.

There will be no financial charge for premature withdrawal if you move more than twenty-five miles from school during the term of this agreement. All financial charges for withdrawal will be reduced by the amount of tuition previously paid toward that semester's costs. Enrollment fees do not count against withdrawal charges.

### **Spring Semester Withdrawals**

All requests for withdrawal for the spring semester must be made **in November.**

Withdrawal after November will result in withdrawal charge of a semester's tuition payment if a monthly or semester tuition payment has been made for second semester.

**Tuition payments for the second semester begin November 1; this includes semester payments also.**

We understand that if we should seek to withdraw our child (ren) without clearing our financial indebtedness, then:

- 1) We have violated a moral commitment before the Lord (Matt. 5:37);
- 2) We have forfeited our right to ask FCS to transfer the records on our child(ren) to another school until we have cleared our indebtedness;

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**Student Re-enrollment Form 2011-2012**

3) We have subjected ourselves to the legally-binding arbitration process as prescribed in the "conciliation clause" which is included in this enrollment packet.

**IV. Conciliation Clause Commitment**  
**[Required for admittance to Faith Christian School]**

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement/enrollment in school shall be settled by Biblically-based mediation and, if necessary, legally-binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. [A copy of these Rules is available in the school office.] Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

**Normal communication regarding complaints and/or grievances will be handled according to the process outlined in the School Handbook under "Complaints and Grievances."**

We agree with this approach to resolve any disputes which may arise with our association with the Faith Christian School.

|   |                             |
|---|-----------------------------|
| As parents of _____, <b>2011-2012: Grade:</b> _____   |                             |
| We agree and bind ourselves to obey the four commitments as outlined in this re-enrollment form (nine pages total). |                             |
| _____<br>Father's Signature   | _____<br>Mother's Signature |
| _____<br>Date Signed  | _____<br>Date Signed        |

|  |   |
|--|---|
| In order for our bookkeeper to prepare for next year's billing, we need to know your preference concerning a payment schedule. The options are listed below. <b>Please mark one.</b> |   |
| _____ Option 1:  | <b>Monthly payments</b><br>Monthly payments begin in June and are payable by the 10 <sup>th</sup> of the month.   |
| _____ Option 2 :   | <b>Semester Payments</b><br>A semester payment receives a 2% discount for each semester payment. [Semester payments must be received by June 10 <sup>th</sup> or November 10 <sup>th</sup> in order to receive the discount.] |

Parents, Please return pages 4-9 with your re-enrollment fee to complete the process. Thanks.

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-----For Office use only after this point-----

Date Application Received in School Office: \_\_\_\_\_

Check Number: \_\_\_\_\_ Cash: \_\_\_\_\_ Grade 2011-2012 \_\_\_\_\_