

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS PHILOSOPHY

Round Rock Christian Academy is open to anyone interested in seeking a Christian education. RRCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to adhere to its policies. It must be always understood that attendance at RRCA is a privilege and not a right. If at any time a student's conduct, academic progress or cooperation with RRCA administration is not in keeping with the school's policies and/or Statement of Faith, the school Board reserves the right to take disciplinary action, up to and including dismissal from RRCA.

NON-DISCRIMINATORY POLICY

RRCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

BIBLICAL MORALITY POLICY

Round Rock Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

GENERAL ADMISSIONS POLICY

1. The student must express a desire to attend Round Rock Christian Academy.
2. At least one parent must be a professing Christian and both parents must be united in their desire to have their child taught from a Christian perspective.
3. The student must give evidence of having the ability to meet the academic requirements of RRCA.
4. The student must possess good emotional and physical health.
5. The student must live with a parent/guardian as long as they are an enrolled student at RRCA (even after turning 18 years old).

ADMISSIONS PROCEDURES

1. An interview with parent(s) and child is required. (It is desired that both parents attend the interview.)
2. The applicant and parent(s) agree to align with the Christian education philosophy, policies, and Statement of Faith of the school.
3. Entrance testing may be administered for K-12 applicants to evaluate the academic potential of each student.

4. RRCA is not equipped to provide services for all students who require special attention, such as those with physical or emotional disabilities, etc. Administration will assess individual cases and will make the final decision on whether the child can be adequately served in our school program.
5. **All students are accepted on a nine-week probationary period.** Unsatisfactory academic or behavioral progress during this probationary period may result in removal from school.
6. Round Rock Christian Academy reserves the right to expel a student if it becomes apparent that we will not be able to meet the needs of the student. **If the student's or the parent's behavior is out of harmony with the spirit of the Academy and is disruptive to the learning environment, the administrator may immediately begin proceedings for expulsion.** A letter will follow to confirm the dismissal, and a record of the expulsion will become a part of the student's permanent record.
7. Since the local church is God's vehicle for worship and service, Round Rock Christian Academy encourages the family of the students to be regular participants in an established church of their choice. Parents are asked to provide the name of that church and pastor to be part of the student records.

APPLICATION PROCESS

1. Submit all paperwork and fees listed on the Application checklist.
2. Submit current educational testing and relevant medical records (including any paperwork regarding emotional and behavioral issues) along with the application paperwork.
3. Upon receipt of all required paperwork and fees, if space is available, you will be contacted to schedule a test date and parent interview.
4. After the interview, if the student is accepted as a student at RRCA, the Enrollment Contract and acceptance letter will be emailed or mailed to you within 3 business days.
5. To enroll your student, submit the signed contract within three days to the Business Office.
6. Parents will receive another packet of health forms to complete within 30 days.
7. If a student is not admitted to RRCA, parents do have the right to appeal to an admissions committee within 48 hours.

LATE ENROLLMENT

When students enter after school begins in the fall, the annual tuition will be prorated based on the start date. If a student enrolls after the 15th of the month, half a month's tuition is due. If a student enrolls before the 15th of the month, the entire month's tuition is due.

TUITION/PAYMENT

Round Rock Christian Academy seeks to provide quality education at a minimum cost. It is absolutely necessary that payments be made on schedule. Below are some important policies relating to academy finances:

- Upon acceptance, parents will be presented with a contract and may choose from three different payment plans.
- If the tuition is not paid by the 7th of the month, a late notice will be sent and a late fee will be added to the monthly statement.

- When a payment is 30 days late, an email reminder will be sent and a phone call will be made.
- When a payment is 60 days late, a phone call, email, and letter will be sent by certified mail asking the parent to come to the Business Office to make arrangements for payment (Promissory note, payment plan, etc.).
- When a payment is 90 days late and resistance to payment or a no response is received, the parent will be notified by phone and regular mail that their child(ren) may be withdrawn. Collection efforts will continue for recovery and charge-off may occur.
- Unpaid tuition or unpaid fees by May 30 will place the family on the waiting list of the school regardless of re-registration.
- In order to maintain a program based on a certain number of children enrolled, refunds for sickness, mini-vacations, or other temporary absences cannot be given.

If you are late picking up your child from their regular school day, there will be a late charge of \$10.00 per half hour, per student, after 2:15 p.m. for pre-kindergarten; after 3:35 p.m. for kindergarten and elementary. Parents will pick up their children from the Extended Care program. For 6th-12th grade students whose parents are late, there is a \$5.00 per half hour charge for students in Hang Time.

CONTRACTUAL AGREEMENT

Enrollment, as specified within the Enrollment Contract, may be cancelled by the parents or guardians in writing, prior to July 1. **The Registration Fee and/or New Student Fees are non-refundable.** If enrollment is cancelled after July 1, the parents or guardians financially responsible for the student are obligated to pay a full month's tuition from the withdraw date in addition to a \$250 tuition insurance fee (and all fees are non-refundable). Please refer to the RRCA Enrollment Contract and the Tuition Collections Policy for specific details.

WITHDRAWAL

To withdraw a student from the Academy, a parent must come to the office, complete the necessary forms, and schedule an exit interview with Administration. Test scores, grades, or transcripts may be held until these forms are completed, and all fees are paid. Please note: requests for student records at the end of the school year will not be processed until the month of June, pending outstanding obligations.

RE-ENROLLMENT

Re-enrollment for current students is in February of each year and there is a registration fee to hold a space for the following year. Current families have the advantage of re-enrolling before open registration for the general public begins.