



RRCA REGISTRATION FORM
2018-19 School Year

This form is not meant to simply hold a place for your child; it is a financial commitment. Student enrollment is not complete and spaces are not reserved until the Registration Form, Enrollment Contract, Tuition Collection Policy, and Fees have all been submitted to the Business Office.

Early Childhood Enrollment

Name of Student <i>Preschool 3s (age 3 by 9/1/18)</i> <i>PreKindergarten (age 4 by 9/1/18)</i>	<input checked="" type="checkbox"/>	Class Name	Days of Week	T-shirt Size (Circle one for each student)
	<input type="checkbox"/>	Preschool 3s	Tues/Thurs	
	<input type="checkbox"/>	Preschool 3s	Mon/Wed/ Fri	
	<input type="checkbox"/>	Preschool 3s	Mon-Fri	
	<input type="checkbox"/>	PreKindergarten 4s	Mon/Wed/Fri	
	<input type="checkbox"/>	PreKindergarten 4s	Mon-Fri	

Kindergarten – 12th Grade Enrollment

Name of Student	Grade Level (Fall 2018)	T-shirt Size (circle one for each student)
1.		
2.		
3.		
4.		
5.		

EXTENDED CARE* (Optional program that can be added/dropped during the school year)

Name of Student	<input checked="" type="checkbox"/>	Grade Level	Extended Care Time	Fee
	<input type="checkbox"/>	PS and PK	2:00 pm-3:20 pm	\$200/month
	<input type="checkbox"/>	PS and PK	2:00 pm-6:00 pm	\$375/month
	<input type="checkbox"/>	K – 5 th	3:20 pm-6:00 pm	\$275/month
	<input type="checkbox"/>	6 th & Up	4:00 pm-6:00 pm	\$150/ month



RRCA ENROLLMENT CONTRACT

2018-19 School Year

RRCA agrees to enroll the following child(ren) for the 2018-19 school year, and in turn the student(s) agrees to fulfill the academic requirements and comply with the behavior standards of RRCA. With the submission of the Registration form and Enrollment Contract by RRCA, the undersigned agrees to pay the required fees as specified below.

Name of Student	Grade Level Fall 2018	Reg. Fee Amount	Payment Plan A One Pymt Due July 1	Payment Plan B Ten pymts. due first of month, July to April	Payment Plan C 12 monthly pymts. <u>Auto Draft Required,</u> July to June
1.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
2.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
3.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
4.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
5.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____

I understand that in signing the Enrollment Contract for this academic year, I am agreeing to accept the rules and regulations of RRCA as stated in the current handbook and the rule concerning payment of fees as referred to above. Furthermore, I understand that grades and transcripts may not be released unless an account has been paid in full. Bank drafts and credit/debit auto drafts will be processed on the first of each month. I understand that a **late pay fee of \$35.00** will be assessed when tuition is not received by the 7th of each month, and that report cards may be held when tuition payments are one month behind. Online parent access to grades and report cards may be restricted if tuition is not paid and up to date.

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 Fee 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).

In order to reserve a place for your child, the Registration Form, Enrollment Contract, Tuition Collection Policy, and the enrollment fees must be received by RRCA. This contract shall be interpreted in accordance with the laws of the State of Texas. My/Our signature(s) below affirms that I/we have read, understand and accept the terms and conditions of this contract.

Signatures of Parents or Guardians Financially Responsible for Student:

Date signed: _____ Email address for billing: _____

Print Parent Name: _____

Parent/Guardian Signature: _____ Parent/Guardian Signature: _____

Office Use Only: Ck # _____ Cash _____ CC _____ Amt _____ Date Rcvd _____ Initials _____						
<input type="checkbox"/> RenWeb	<input type="checkbox"/> Fees	<input type="checkbox"/> QuickBooks	<input type="checkbox"/> New Student(s)	<input type="checkbox"/> Returning Student(s)		



ROUND ROCK CHRISTIAN ACADEMY

Tuition Collection Policy

Round Rock Christian Academy seeks to provide quality education at a minimum cost. The payment of tuition is based on a contract between the parent and the Academy and it is absolutely necessary that payments be made on schedule. The contract stipulates the method and amount of payment.

Most parents fulfill their financial obligation in a timely manner and notify the Business Office if payment issues arise. However, on those occasions when the contract is not honored and the payment is in arrears, the following process will be utilized:

1. When a payment is 7 days late, a late pay fee of \$35 will be added to the tuition statement.
2. When a payment is 15 days late, email reminders may be sent to the parent.
3. When a payment is 30 days late, an email reminder will be sent and a phone call will be made. RenWeb access to homework, grades & report cards may be suspended.
4. When a payment is 60 days late, the Business Office will contact the parent via a phone call, email, and/or letter asking the parent to make arrangements for payment (promissory note, payment plan, etc.)
5. When a payment is 90 days late, the parent will be notified by phone and regular mail that their child(ren) may be withdrawn immediately. Collection efforts will continue for recovery and charge-off may be reported to credit bureaus.

If and when a plan is agreed upon by RRCA and the parent for any payment in arrears, the plan will be in writing and monitored by the Business Office or an administrative representative.

Options for Payment In Arrears

- RRCA will only accept payment by an approved credit card, cashier's check, cash or money order. No personal checks will be accepted.
- If a parent chooses to obtain alternate financing, RRCA will furnish verification of the debt.

RRCA Student(s) name (print): _____

Parent's Last Name (print): _____

Parent's Signature: _____

Date: _____



ROUND ROCK CHRISTIAN ACADEMY

Tuition and Fees (2018-19)

Program	New Students		Annual Registration Fee (Returning students) * after 6/1	Annual Tuition	PLAN A 3% discount Paid by July 1	PLAN B 10 Month Plan July-April	PLAN C 12 Month Plan July - June (Bank Draft Only)
	New Student Fee	Registration Fee					
Preschool 3s Tu & Thu 8:30 - 2:00 (3 by Sept. 1)	\$300.00	\$200.00	\$200.00 \$250.00*	\$3400.00	\$3298.00	\$340.00	\$283.33
Preschool 3s M, W, F 8:30 - 2:00 (3 by Sept. 1)	\$300.00	\$200.00	\$200.00 \$250.00*	\$4800.00	\$4656.00	\$480.00	\$400.00
Preschool 3s Mon-Fri 8:30—2:00 (3 by Sept.1)	\$400.00	\$300.00	\$300.00 \$350.00*	\$7000.00	\$6790.00	\$700.00	\$583.33
PreKinder 4s M, W, F 8:30 - 2:00 (4 by Sept. 1)	\$300.00	\$200.00	\$200.00 \$250.00*	\$4800.00	\$4656.00	\$480.00	\$400.00
PreKinder 4s Mon-Fri 8:30 - 2:00 (4 by Sept. 1)	\$400.00	\$300.00	\$300.00 \$350.00*	\$7000.00	\$6790.00	\$700.00	\$583.33
Elementary (K-5th) 8:20 - 3:20	\$750.00	\$375.00	\$375.00 \$425.00*	\$8050.00	\$7808.50	\$805.00	\$670.83
Secondary (6th - 12th) 8:15 - 3:45	\$750.00	\$375.00	\$375.00 \$425.00*	\$9250.00	\$8972.50	\$925.00	\$770.83

All Tuition and Fees are Non-Refundable

Tuition is due on the 1st of each month and a LATE FEE of \$35 will be charged for all tuition payments received after the 7th of each month. Report cards will be held when tuition payments are one month behind. School records will not be released when a child leaves the Academy and has not paid all charges due. All returned checks will be subject to an additional collection fee through a third party company. Only cash, money order, debit/credit card, or cashier's check will be accepted after the second returned check. **The parent handbook contains the complete financial policies and procedures of RRCA.**

Family Discounts

The family discount is available to families with multiple children enrolled at RRCA in a five day a week program. The discount is taken off the family's annual tuition amount (not a per student discount.)

2 Children	\$500.00
3 Children	\$750.00
4 Children	\$1,250.00
5 Children	See Business Office

Round Rock Christian Academy is a Christ-centered, college-preparatory school equipping and developing students to effectively integrate Biblical truth and academic learning into their daily lives to impact their community for Christ.



ROUND ROCK CHRISTIAN ACADEMY

Other Fees (2018-19)

Extended Care	Time	Age	Rate per month
After Care 1	2:00-3:20 pm	PS and PK	\$200.00
After Care 2	2:00-6:00 pm	PS and PK	\$375.00
After Care 3	3:20-6:00 pm	K — 5th	\$275.00
Hang Time (drop-in rate of \$5.00 / half hour)	4:00-6:00 pm	6th-12th	\$150.00

High School Athletics	Fee
Football	\$275.00
Varsity Volleyball	\$225.00
JV Volleyball	\$200.00
Varsity Basketball	\$275.00
JV Basketball	\$175.00
Baseball	\$275.00
Track	\$225.00
Cross Country	\$225.00
Golf	See Athletic Office
Tennis	See Athletic Office
Swim	See Athletic Office
Cheerleading (*plus the cost of camps and uniforms)	\$250.00*

Other Fees	Fee
Secondary Yearbook	\$35.00
Elementary Yearbook	\$25.00
Discovery Enrichment (K-5th grade) per month	\$85.00
Graduation Fee (Seniors) <i>One-time, billed in January</i>	\$175.00
International Student Fee	\$1,000.00
HS Forensics (Speech/Debate)	\$275.00
Chromebook Case (9th-12th) <i>One-time</i>	\$15.00
Chromebook Insurance (9th-12th) <i>Annual</i>	\$30.00
Hot Lunch Program	<i>varies</i>

Middle School Athletics	Fee
JH Football (7th-8th)	\$200.00
Flag Football (5th-6th)	\$100.00
Volleyball (5th-8th)	\$125.00
Basketball (5th-8th)	\$150.00
Track (7th-8th)	\$100.00
Track (5th-6th)	\$ 25.00
Soccer (5th-8th)	\$100.00