



RRCA CURRENT FAMILY REGISTRATION
2016-17 School Year

Office Use Only	
Date Rcvd.:	_____
Initial:	_____
Ck #:	_____
Amount: \$	_____

Family Last Name: _____

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.

KINDERGARTEN – 12TH GRADE

	CHILD'S NAME	BIRTHDAY	GRADE (2016-17)	SHIRT SIZE						
				YXS	YS	YM	YL	YXL		
				AS	AM	AXL	AXXL			
1.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

EARLY CHILDHOOD

Child's Name: _____ Birthdate: _____ Shirt Size: _____

- | | | |
|------------------------|-------------------------------|------------------------------|
| ___ Preschool 3s | Tuesday and Thursday | (age 3 by September 1, 2016) |
| ___ Preschool 3s | Monday, Wednesday, and Friday | (age 3 by September 1, 2016) |
| ___ Preschool 3s | Monday-Friday | (age 3 by September 1, 2016) |
| ___ PreKindergarten 4s | Monday, Wednesday, and Friday | (age 4 by September 1, 2016) |
| ___ PreKindergarten 4s | Monday-Friday | (age 4 by September 1, 2016) |

EXTENDED CARE (check all that are needed):

- | | | | |
|--|--------------|-------------|----------------|
| ___ 2:00 pm-3:20 pm (PS & PK) | \$200/month | Name: _____ | (After Care 1) |
| ___ 2:00 pm-6:00 pm (PS & PK) | \$375/month | Name: _____ | (After Care 2) |
| ___ 3:20 pm-6:00 pm (K – 5 th) | \$275/month | Name: _____ | (After Care 3) |
| ___ 4:00 pm-6:00 pm (6 th & Up) | \$150/ month | Name: _____ | (Hang Time) |

Please check below if applicable:
 _____ I do not intend to enroll my child(ren) in RRCA next year because _____.
 _____ Before I make a decision, I would like an appointment with a Principal or the Head of School.

Parent/Guardian Signature _____ Date _____

PLEASE SIGN and RETURN THIS FORM, the ENROLLMENT CONTRACT, the TUITION COLLECTION POLICY, and the registration fees by February 5 to reserve your place. Registration will open to the public February 8.



RRCA ENROLLMENT CONTRACT

2016-17 School Year

Parents or guardians must sign this Enrollment Contract and return it to the Business Office.

RRCA agrees to enroll the following child(ren) for the 2016-17 school year, and to provide the program and education and other services as prescribed for that grade. In consideration of the acceptance of this Enrollment Contract by RRCA, the undersigned agrees to pay the required fees as specified below.

Student Name	Student Grade Fall 2016	Reg. Fee Due	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 this Enrollment Contract for the 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, this Enrollment Contract, the 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: _____

RRCA Office Use

Received By: _____

Date: _____



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: _____