

ADMISSION FORM

Amount Paid _____

STATE LINE CHRISTIAN SCHOOL

Mother's Name _____ Father's Name _____
Cell # _____ Cell # _____
Street Address _____ Street Address _____
City _____ State _____ Zip _____ City _____ State _____ Zip _____
Employment _____ Employment _____
Work # _____ Work # _____
Email Address _____ Email Address _____

Church Name/Pastor's Name: _____ (so we may invite your Pastor to the annual luncheon)

Marital Status: **Married** **Remarried** **Divorced** **Separated** **Widowed** **Unmarried-Single**

NAMES OF CHILDREN ENROLLING FOR THE 2020/2021 SCHOOL YEAR

First, Middle, Last Name _____ Grade _____
First, Middle, Last Name _____ Grade _____
First, Middle, Last Name _____ Grade _____
First, Middle, Last Name _____ Grade _____
First, Middle, Last Name _____ Grade _____

Your child's bill may be paid by check with a coupon book we will provide or automatic withdrawal using a debit or credit card (withdrawal happens the 1st week of the month). A coupon book will be mailed to you before your payment plan begins.

If you would like automatic withdrawal, please see Mrs. Weber in the business office to give her your card information.

If paying by check, please fill out the information below:

Tuition to be billed to: _____ Phone # _____

Street Address _____

City _____ ST _____ Zip _____

Social Security # _____

THIS FORM MUST BE FILLED OUT COMPLETELY AND ENROLLMENT FEE ATTACHED

SLCS FINANCIAL POLICY FOR THE 2020/2021 SCHOOL YEAR

TUITION POLICY:

1. Tuition may be paid in four ways:
 - a) 11 monthly payments beginning July 1 through May 1
 - b) 10 monthly payments beginning August 1 through May 1 (upon request)
 - c) 9 monthly payments beginning September 1 through May 1 (upon request)
 - d) By the semester, 2 equal payments, on July 1 and January 1 (upon request)
 - e) By the year - paid on July 1 (upon request)

Note: If you register a child after July 1, you will be assigned a monthly payment plan to cover the pro-rated balance of the year's tuition.
2. Tuition payments are due the **FIRST** of every month. For your convenience, a coupon book will be provided. (You will not receive a monthly statement.)
3. Tuition payments not made by the 10th of every month will be charged a late fee of \$10.00 on their account.
4. **No student will be allowed to continue if the payment is 45 days past due** unless: 1) your balance is made current OR 2) satisfactory arrangements have been made, (prior to that date), with the business office. If the children come to school, we will have to keep them in the office until you pick them up. This can be embarrassing to all concerned no matter how discreetly it is handled. In order not to embarrass your children, please do not send them to school.
5. If payment or payment arrangements have not been met in a reasonable amount of time, we will pursue any and all action to collect past due money. A 20% service charge will be added at that time.
6. There will be a charge (book fine) for textbooks damaged over and above all regular school usage, and lost books will be replaced at the parent's expense.
7. There will be a \$25.00 charge for any check returned for non-sufficient funds. Only a cashier's check, money order, or cash will be accepted after 2 non-sufficient checks
8. Checks returned for uncollected funds or closed accounts will be subject to a \$25.00 penalty to cover the additional bookkeeping procedures that are necessary.
9. **All Junior and Senior High accounts must be current for the students to take semester exams in January, final exams in May, receive report cards, or to participate in awards programs or graduation exercises.**
10. **All elementary accounts must abide by the same payment schedule as in #9 to take any tests or participate in any programs. After 1 week of non-payment your child will not be allowed back to class.**
11. **All K4 and K5 students must also abide by the same payment schedule as in #9. Tuition accounts must be paid in full to participate in K5 graduation exercises.**

(Over)

ENROLLMENT POLICY:

1. Re-enrollment begins February 10th. New enrollment begins February 24th. Payment of enrollment fee is required to hold a student's place in class. Payment **MUST** accompany the completed business office form. Enrollment will be on a first come, first serve basis.
2. Enrollment payments are **NOT** refundable.

CLASS FEE POLICY:

1. All fees **MUST be paid by the first week of school**. Class fees will be billed to your tuition account. Electives such as choir, band, etc. will be billed the first week of school. Please plan ahead for this expense. Students may not be admitted to classes after the **first Tuesday after Labor Day** if all fees have not been paid.
2. NO refunds will be made after the first week of school.

BUS CHARGES:

Bus charges will be billed to your account after the first week of school. (Applicable to bus riders only.)

EARLY WITHDRAWAL POLICY:

1. Before a child is considered "withdrawn" the parent **MUST** notify the school business office and sign a withdrawal form. Until the withdrawal form is turned in at the business office, the child will remain on the enrollment and will be billed accordingly. **WITHDRAWALS WILL BE SUBJECT TO A PENALTY CHARGE OF \$50.00.**
2. Withdrawals are re-figured based on a 9-month/ 36 week payment plan (instead of 12 months) to the nearest withdrawal date. At the time of withdrawal, textbooks must be returned to the school business office for credit. Student records are not released until the account is **PAID IN FULL**.

SPECIAL NOTE:

State Line Christian School reserves the right to dismiss any student not in harmony with our goals and policies. The school also reserves the right to dismiss any student whose financial obligations remain unpaid after the due date.

If a financial emergency arises, please communicate with us, as our Financial Policy will be strictly enforced.

(Keep top portion for your records)

FINANCIAL POLICY AGREEMENT FORM

I understand and agree to comply with the financial policy of State Line Christian School.

Mother's Signature

Date

Father's Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR ENROLLMENT PAPERS.