



RE-ENROLLMENT APPLICATION

STUDENT INFORMATION *Please Print*

Applying for LDP?

Name _____ DOB _____ 2011-12 Grade _____ SSN _____ Yes No

Name _____ DOB _____ 2011-12 Grade _____ SSN _____ Yes No

Name _____ DOB _____ 2011-12 Grade _____ SSN _____ Yes No

Name _____ DOB _____ 2011-12 Grade _____ SSN _____ Yes No

PK3—PK4 Applicants: 3 Day 5 Day—Half 5 Day—Full

KT—K5 Applicants: 5 Day—Half 5 Day—Full

FATHER

Residing in same home as student? Yes No Permission to include contact information in SFCS directory? Yes No

Address _____ City _____ ST _____ Zip _____

Occupation _____ Employer _____

Cell Phone _____ Home Phone _____ E-mail _____

MOTHER

Residing in same home as student? Yes No Permission to include contact information in SFCS directory? Yes No

Address _____ City _____ ST _____ Zip _____
(If differs from above)

Occupation _____ Employer _____

Cell Phone _____ Home Phone _____ E-mail _____

PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING STATEMENT:

____ | _____ **WE AUTHORIZE** the use of our child(ren)'s image, voice or work for promotional and educational purposes, in items including but not limited to publications, posters, newsletters, yearbooks, E-blasts , videos, news media, or school website.

PATERNAL GRANDPARENTS

Names _____
Address _____ Home Phone _____

MATERNAL GRANDPARENTS

Names _____
Address _____ Home Phone _____

ANNUAL FUND CONTRIBUTION

YES, I would like to support Shannon Forest Christian School by contributing to the *Annual Fund*. **Total Gift Amount \$** _____

Payable by: Check Cash Other _____ To be paid: Annually Monthly One-time

OFFICE USE ONLY Date Rec'd _____ Initials _____ SYS E Date _____ Initials _____

RE-ENROLLMENT FEE Date _____ Check # _____ CC Cash Initials _____ Other: _____

PAYMENT PLAN Indicate selected payment option and party responsible for financial obligations

PLAN A Annual Payment

- Due June 15
- 6% Discount

PLAN B Semester Payments

- Due June 15 and Dec. 15
- No Discount

PLAN C FACTS Monthly Payments

- Twelve (12) monthly drafts
- Beginning in June and ending in May

YES, I have applied for tuition assistance as a member of SFPC.

YES, I am an Alumnus of SFCS. Class of _____

RESPONSIBLE PARTY _____ SSN _____
Name Required

Address _____ Home Phone _____
(If not already listed on first page)

E-mail _____ Cell Phone _____

SIGNATURE _____ Date _____
Responsible Party

PARENTS AS PARTNERS AGREEMENT

By signing below, we acknowledge that we understand that SFCS is both a covenant and missional school. We agree that Christian education is a cooperative undertaking among the school, parents and student. Therefore, the mission, policies and educational philosophy of Shannon Forest Christian School will receive our support and that of our son(s) and/or daughter(s) both at and away from school. Additionally, we acknowledge our cooperation with the following statements:

WE AGREE That we will support and do pledge our full cooperation to the school's mission, policies, practices and goals as presented here and laid out in the *Parent Student Handbook*.

WE AGREE That we will nurture respect for the school at home via a positive attitude towards the faculty, administration and school board.

WE UNDERSTAND That our student(s) will be subject to the policies of SFCS as set forth in the *Parent Student Handbook*.

WE UNDERSTAND The school reserves the right to dismiss any student for lack of cooperation with school policy by the student, parent and/or guardian which may inhibit the school's ability to accomplish its stated mission.

WE UNDERSTAND The classes and course offerings are conditioned by sufficient enrollment and available personnel.

WE AGREE That we have disclosed sufficient information regarding our child(ren)'s emotional, social, mental, spiritual and/or physical needs such that the school will be effective in fulfilling its mission and have not knowingly withheld any information which would void this agreement.

WE AUTHORIZE The school to administer such disciplinary measures as may be deemed appropriate and necessary by the administration.

WE AGREE That we release and hold harmless the school, its agents and employees from all claims, damages or liabilities which are not the result of gross negligence by this school, its agents or employees.

WE UNDERSTAND That the non-refundable, annual *Re-Enrollment Fee* is due upon submission of this application and prior to enrollment in future classes and that failure to provide payment may result in the loss of availability and subsequent exclusion of my child from elected courses.

WE AGREE To complete our financial responsibilities as established in the *Financial Policy on Tuition and Fees* in a timely manner and to honor the payment plan indicated by our selection as agreed upon with the *Office of Business Administration*.

WE UNDERSTAND The tuition does not cover the entire cost of operating the school; therefore my participation will be expected and encouraged through volunteer opportunities, financial giving and prayer for SFCS.

WE UNDERSTAND That SFCS is an entity and ministry of Shannon Forest Presbyterian Church.

WE UNDERSTAND This agreement may not be changed or voided without the written approval of the School President or School Board.

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF PARENT/GUARDIAN

PLEASE READ CAREFULLY AND INITIAL THE FOLLOWING STATEMENT:

_____|_____

WE AGREE That we have read the *Financial Policy of the Tuition and Fees Schedule* and acknowledge our compliance with all SFCS financial policies, including but not limited those regarding *Late Payments* and *Withdrawal/Disenrollment* obligations. We offer our initials here as evidence of this agreement.



FEES SCHEDULE *Non-refundable*

NEW STUDENTS *One-time fees*

Application Fee <i>due with form</i>	\$150
Enrollment Fee	\$450 <i>for one (1) student</i> \$250 <i>for every additional student</i>

RETURNING STUDENTS *Annual fee PK3—12*

**A discount of \$75 is available to those who register by January 31*

Re-enrollment Fee <i>due with form</i>	\$300 <i>per student</i> \$225 <i>per student with discount*</i>
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TUITION SCHEDULE *Rates are subject to change annually at the discretion of the school board*

PK3, PK4	3 Day	\$4500
	5 Day – <i>Half</i>	\$4285
	5 Day – <i>Full</i>	\$6000
KT, K5	5 Day – <i>Half</i>	\$4575
	5 Day – <i>Full</i>	\$6400
Elementary	1 st – 5 th	\$6900
Middle	6 th – 8 th	\$7700
High	9 th – 12 th	\$8500

ADDITIONAL PROGRAMS

F.O.C.U.S. *Fostering Opportunities for Creativity and Uniqueness in Students*

3rd—6th TBD*

L.D.P. *Learning Difference Program*

K—12th TBD*

DISCOUNTS *May not be combined to exceed 40%*

MULTI-STUDENT *Discounts are pro-rated for partial-day programs*

Two (2) Enrolled Students | \$200 discount applied to second student's tuition

Three (3) or more Enrolled Students | \$1000 discount applied to third student's tuition and every additional child

ALUMNI DISCOUNT

All graduates of Shannon Forest Christian School are eligible for a 20% discount on their child's tuition at SFCS

ANNUAL DISCOUNT

An annual discount of 6% is available under *Plan A*.

Failure to meet payment deadlines will result in the loss of the discount.

ADDITIONAL DISCOUNTS *For additional information regarding discounts, contact the Office of Business Administration.*

*Discounts are applicable towards tuition payments only and may not be applied towards *Additional Programs*.

TUITION ASSISTANCE

We desire to make Christian education available to all families who passionately desire their children to learn and know Christ at Shannon Forest Christian School. Accordingly, our *School Board* has budgeted tuition assistance for families based upon financial need. In order to provide families with complete confidentiality and objectivity, our school utilizes the services of *FACTS Grant & Aid Assessment*, a service of *FACTS Management Company, Inc.* The amount of money designated by the school board is limited. Financial Aid is awarded on an annual basis only; families must reapply annually and should not assume that the same amount will be awarded each year.

APPLYING FOR FINANCIAL AID:

- ✓ Students must first be enrolled/re-registered for the school year in which they need financial aid and all applicable fees paid
- ✓ Applications are available on www.factstuitionaid.com and must be completed by May 1
- ✓ All accounts must be current

PAYMENT PLANS

PLAN A *Annual Payment*

- Due June 15
- 6% Discount

PLAN B *Semester Payments*

- Due June 15 and Dec. 15
- No Discount

PLAN C *FACTS Monthly Payments*

- Twelve (12) monthly drafts
- Beginning in June and ending in May
- No discount

FINANCIAL POLICIES

By applying for (re-)enrollment, you acknowledge your understanding and agreement to complete your financial responsibilities as outlined in the *Tuition and Fees Schedules*, contracted in the *Parents as Partners Agreement* and established with the *Office of Business Administration*. Additionally, you acknowledge your compliance with the following policies:

- ✓ Registration forms must have the SSN of the applicant student and the party responsible for payments. No registration requests will be processed until such information has been provided (refer to the section marked *Payment Plan*).
- ✓ All monthly drafts and credit card options are arranged through FACTS, an independent service.
- ✓ There will be no refunds made for temporary absences.

WITHDRAWAL/DISENROLLMENT POLICIES:

- ✓ Withdrawal and/or disenrollment from the school will require a *Withdrawal/Disenrollment Assessment* processing fee of **\$300** per student, if the withdrawal/disenrollment occurs during or within 30 days prior to the start of the school year. No exceptions.
- ✓ Families are responsible for **all charges, including tuition, for the quarter** in which the student is enrolled, regardless of the nature of the withdrawal/disenrollment.

LATE PAYMENT POLICIES:

- ✓ Due dates for all fees are firm and students will not be assigned classes until all applicable fees are paid and a payment plan has been agreed upon with the *Office of Business Administration*.
- ✓ Failure to meet established payment deadlines will result in an additional late charge of \$100 and the forfeiture of any *Plan* discount.
- ✓ There will be an additional \$35 charge for all returned checks and NSF *FACTS* drafts.
- ✓ Tuition payments are due in advance. Tuition and/or fees that are **30 days past due** will necessitate a *Letter of Notification* and may require immediate withdrawal of the student(s) until the account is current. All report cards, transcripts and school records will be held until the account is current. Additionally, no student will be permitted to participate in semester exams or graduation exercises and may not be allowed to participate in any school functions, including Athletics. Once an account is **60 days past due** it will be turned over to collections.
- ✓ Continued failure to meet payment obligations and/or agreements in a timely manner will result in action by the *Board* which may result in the refusal of continued enrollment and/or re-registration for subsequent semesters whether or not the obligation is paid.

More information regarding the Financial Policy and Tuition and Fees for 2011-2012 is available at shannonforest.com

Office of Business Administration (864) 678.5125