



Revival Deliverance Center Academy
2405 Snake Road
Lumberton, NC 28358
(910) 745 - 7468

Enrollment Packet

Thank you for considering Revival Deliverance Center Academy as the place to provide your educational needs. We are a Christian educational institution whose goal is to provide an excellent educational opportunity from a Christian perspective. RDC Academy admits students of any race, color, national origin, or ethnicity to all the rights, privileges, programs, and activities offered at the academy.

RDC Academy exists to provide a holistic education that promotes high achievement, a biblical worldview, and character development marked by disciplined behavior, thereby equipping children with the tools needed to positively impact today and tomorrow. We believe everyone is created with a purpose, a destiny which God intends for us to pursue. RDC Academy is dedicated to helping students discover and accomplish their purpose. Students will not only learn academic curriculum at a high level, but also begin preparation to fulfill their destiny. RDC Academy will prepare students to become successful citizens, ambassadors of Christ, and all that God has created them to be.

Procedure for Enrollment

- Return completed forms to the school along with payment of the registration fee, birth certificate, and immunization record.
- Arrange for an interview with the Head of School and members of RDC Academy.
- When a grade level reaches capacity, students may be placed on a waiting list.
- Upon submission of the completed application and registration fee, a date will be arranged for an interview with the parent(s)/guardian(s) and the student(s). The application is only considered complete if the registration fee is paid in full.
- Final acceptance for enrollment is conditional upon completion of satisfactory interviews and payment of enrollment fee. All new students are accepted on a six-week probationary period for academics/behavior.

Please note: Students entering Kindergarten must be five years of age on or before August 31 of that school year. Also, all new students are accepted on a six-week probationary period for academics/behavior.

RDC Academy is a private institution and reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. It is understood that students and families that do not conform to the standards and regulations of the institution can be dismissed. All student applications are subject to review and approval by RDC Academy's Admissions Committee and the Board of Education. RDC Academy does not discriminate against applicants on the basis of sex, race, color, or national or ethnic origin.

Student Data Sheet

Mother's Name: _____ Cell Phone: _____ Home Phone: _____

Employer: _____ Occupation: _____ Work Phone: _____

Address: _____ Living with student: _____

Email: _____

Father's Name: _____ Cell Phone: _____ Home Phone: _____

Employer: _____ Occupation: _____ Work Phone: _____

Address: _____ Living with student: _____

Email: _____

Guardian's Name: _____ Cell Phone: _____ Home Phone: _____

Employer: _____ Occupation: _____ Work Phone: _____

Address: _____ Living with student: _____

Email: _____

Emergency Contact

Name: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____ Can Check student out: _____

Name: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____ Can Check student out: _____

Name: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____ Can Check student out: _____

Name: _____ Relationship to student: _____

Home Phone: _____ Cell Phone: _____ Can Check student out: _____

PARENT/STUDENT AGREEMENT

Student Name _____ Grade _____

As the parent/guardian of a student enrolled in RDCA, I understand and agree to the following:

1. I acknowledge that the Academy's curriculum is written from a Bible-centered, Christian worldview in accordance with the RDCA's statement of faith.
2. I will review and abide by all policies and procedures in the RDCA Student Handbook.
3. I acknowledge that it is my responsibility to select the course of study needed to meet any applicable graduation requirements in my state.
4. I understand that I am responsible for motivating my student to follow and complete each assigned course of study within the designated enrollment period, and on a schedule that facilitates receiving teacher feedback.
5. I understand that the academic year is considered to be 180 school days and that the academy allows 10 months to complete a full year of coursework.
6. I understand that if my child needs additional time to complete school work up to two months may be given for approved reasons at the discretion of the school.
7. In order to receive extra time, I must contact the principal with my request.
8. I understand that the course fee is non-refundable once it has been processed, regardless of completion status.
9. I understand that the academy reserves the right to cancel enrollment at any time due to non-payment of fees, unsatisfactory progress, program abuse, or failure to follow academy procedures.
10. I understand that I can cancel my child's summer course up to two weeks past the orientation meeting.
11. If I choose to cancel or withdraw my student, I will notify the academy in writing before the two week deadline.
12. I will receive a complete refund. If I cancel after the two week deadline, I will not receive any refund.
13. I understand that RDCA does not discriminate on the basis of gender, race, color, or national origin.
14. I am aware that the academy may change policies and procedures as needed. These changes will be announced on the RDCA website or via email/phone call.
15. I agree to update the academy with current contact information, including email, postal, and shipping addresses, and telephone, and I recognize that email and phone calls are the preferred means of communication between the academy and me.

RDCA STUDENT AGREEMENT

Knowing that God sees everything I do, I pledge the following:

I will do my best to complete my schoolwork on my own, but if I need help, I will let my parent or teacher know. I will show courtesy and respect in all communications with academy staff and students. I will do my best to follow the academy rules and complete my work on schedule. I will not cheat. I will answer the questions on my quizzes and tests from memory without help from any other person or source not named in the directions. I will not share answers with any other student. In my writing projects I will follow academy guidelines for showing where I found the exact words or specific information.

By signing, I acknowledge and will follow all instructions listed in this agreement.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Financial Agreement

Student name: _____ Covering School Year: _____

Parent(s) name: _____ Date: _____

This Financial Agreement is made between Revival Deliverance Center Academy and the parent(s) or legal guardian(s) of the student named above. In consideration of the services provided by Revival Deliverance Center Academy, the parent or guardian agrees as a condition of enrollment of their student(s) to abide by the terms and conditions of this agreement as follows:

Please initial each line.

- _____ 1. The parent will pay the school all applicable tuition and fees as described in the Tuition and Fees Schedule and the Financial Agreement in the manner and at the time required therein.
- _____ 2. The parent agrees that the parent and child are required to comply with all health, safety, and discipline policies of Revival Deliverance Center Academy including but not limited to those contained in the RDCA Parent/Student Handbook. The parent(s) will cooperate fully with Revival Deliverance Center Academy to ensure full compliance with all rules and policies. (Handbook available by request)
- _____ 3. The parent will complete and return all questionnaires and forms given to the parent by Revival Deliverance Center Academy. Prompt return of complete and accurate documentation by the parent is a condition of enrollment.
- _____ 4. The parent agrees that enrollment may be terminated by either party without cause and that the parent is responsible for any fees and costs incurred prior to termination of enrollment.
- _____ 5. Parent agrees to keep the school informed of any medical and/or behavioral concerns of their child throughout the time of the child's enrollment.
- _____ 6. The parent agrees to pay for any property damage or medical services resulting from child's care and acknowledges that Revival Deliverance Center Academy cannot be responsible for child's lost or damaged property.
- _____ 7. The parent acknowledges that he/she has had adequate opportunity to investigate, and has in fact investigated the curriculum, Statement of Faith, Mission Statement, Philosophy, handbook, equipment, facilities, teaching methods, administration, safety procedures and discipline policy of Revival Deliverance Center Academy. The parent agrees that a child's continued enrollment at Revival Deliverance Center Academy will be deemed acceptance and satisfaction of the school's services.
- _____ 8. The parent(s) agrees to comply with all requests of Revival Deliverance Center Academy reasonably and necessary to accomplish the school's purpose.
- _____ 9. The parent agrees that any complaint he/she may have concerning Revival Deliverance Center Academy will first be directed to the child's teacher and not directed to other parents or children. If the parent remains unsatisfied, then any complaint will be presented to the school's Principal.
- _____ 10. The parent agrees that as a condition of enrollment, he/she will submit to binding arbitration instead of civil litigation in the event of an unresolved dispute.
- _____ 11. The parent understands and agrees that violation of the school's tenets of faith, discipline policy, safety procedures, handbook regulations or this admission agreement by the parent or student is grounds for the student's discipline or termination of this agreement and the student's enrollment.

_____ 12. Tuition and Fees Schedule (Please note other fees and expenses related to optional specific course offerings, extra-curricular expense, lunch, t-shirts and other matters related to the normal course of school may apply).

General listing of Tuition and Fees

_____ A. Enrollment (a non-refundable fee): \$75.00. This fee reserves the student's position, covers the cost of registration, grade placement, and office record keeping.

_____ B. Curriculum Fee (a non-refundable fee.): \$300.00 This fee MUST be paid no later than August 5th for students enrolled entirely prior to the school year.

_____ C. Resource Fee (a non-refundable fee.): \$150.00 This fee is due by August 5th. The resource fee can be added to tuition (\$15 monthly). This fee is related to technology and testing. All Revival Deliverance Center Academy students (K-12) and Opportunity Grant students must test.

_____ E. Separate Billing Fee: Each family will be issued one statement for their account. Should parents/guardians living in separate households' request that their bill be divided between the households, a fee of an additional \$25/month will be charged per account. However, it is understood by both parties that they are equally responsible for the full amount of the account. Should one party refuse to pay, the other party will be held equally responsible for the unpaid amount. [] Please divide our account as follows: _____

_____ F. Late Payment Fees: A late payment fee of \$25.00 for the first month and 10% of the balance due the second month will be assessed for late payment. Payment is due by the 10th of each billing month and delinquent on the 16th of that month. Payments received after the 15th of each month shall be subject to late payment fees as stated above. Since payments are due on the 10th of the month, a grace period of five (5) days has been given to allow any delays. All late accounts will incur a late charge after the 15th of the month. In the event that the 15th falls on a Saturday or Sunday, payment should be made on Friday BEFORE the 15th. Should the school be unexpectedly closed on the 15th of the month (as in the case of inclement weather), late charges will be delayed until the day after school resumes.

_____ G. Check Processing Fees: I understand that payment by check is preferred. When cash is used, the correct amount should be given as the school does not have the means of making change. Any checks that are returned to RDCA by the bank for any reason, shall be assessed at a fee of \$35.00 per check. After the second returned check, I understand that my account will be on a cash only basis.

_____ H. Student Financial Suspension Policy: The basic policy is that any student's tuition overdue beyond the 16th of the month is cause for suspension until the entire bill is paid in full. Students will not be permitted to take examinations if the account is delinquent or if textbooks, equipment, and/or resources have not been returned at the end of the school year. I understand that there will be a financial hold on my child(ren)'s report card(s) and school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current. I understand if my account is delinquent on the last of the month my child(ren) will not be permitted to attend until the account is satisfied.

_____ I. Early Withdrawal: I understand that RDCA is non-profit organization that prepares budgets and hires staff based upon the commitments my family is making to enroll my student for the entire school year. If I withdraw my student(s) from RDCA I am still responsible for the month of the withdrawal tuition plus a \$500 withdrawal fee. I (We) understand that Tuition and Fee Schedules are set annually by RDCA with the intention to make every attempt to hold them to their lowest level while allowing RDCA the ability to provide: a quality education, an enriched student life, fair faculty and staff compensation, and a fiscally responsible financial position for the organization.

_____ J. North Carolina Opportunity Grant/Disabilities Grant Recipients Grant amount may not cover all tuition expenses (Tuition \$3500, Enrollment \$75, Curriculum \$300, Resource \$150.00).

I have read and understand this document is a binding agreement between the undersigned and Revival Deliverance Center Academy. A copy of this agreement shall be provided to you upon request.

Signature: _____ Date: _____

OFFICE USE ONLY:

Student Name: _____ Date Enrolled: _____

Records Review: Confirm all forms have been completed. Note fees paid above.

Item	✓	Comments	Initial	Date
Student Application				
Birth Certificate				
Current Report Card				
Prior School Record Release				
Pastor Recommendation				
Financial Form Completed				
Kindergarten Health Assessment				
Immunization Forms Completed				
Parent Agreement Form Completed				
Student Profile(s) Returned				
Equipment Loan Agreement				
Photo/Video Parent Release				
Cell Phone Policy				

Staff Signature: _____ Date: _____



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Release of Information for School Records

Student's Name: _____ Date of Birth: ____/____/____

Name of Previous School: _____

Previous School's Address: _____

Previous School's Phone Number: (____) _____ - _____ Fax: (____) ____ - ____ Last Grade Attended: _____

The student listed above has enrolled at Revival Deliverance Center Academy. The parent or guardian has listed your school as the last school attended. Please release school records, to include:

- Scholastic Records (including grades up to withdrawal date)
- Transcript and Current Report Card
- Standardized Test Scores
- Health & Immunization Records
- Attendance Records
- Any Disciplinary Records
- IEP's (if pertinent)
- Any other Pertinent Student Information

Please forward these records to:

Revival Deliverance Center Academy
Records Department
2405 Snake Road
Lumberton, NC 28358
Email: info.academy.rdc@gmail.com

As regulated by the Family Education Rights and Privacy Act of 1998, a parent's written consent of records release is not required when such records are for school enrollment. Thank you, in advance, for your prompt reply to this request.

RDC Academy Official Signature: _____ Date: _____