



Dear Parent or Guardian,

Thank you for your interest in Grace Christian Academy for your child. Enclosed you will find the instructions for enrollment, school calendar, and tuition information for the 2023-2024 school year. Please do not hesitate to contact us with any questions you may have and we will be happy to assist you.

In His service,  
Sarah R. Cooke  
Director of Operations  
Manahath Educational Center  
Home of Grace Christian Academy

Step 1: Family Interview with a school department head- student(s) should be present.

Step 2: Read the Student/Parent Handbook  **Yes**  **No** I have read and agree to support and abide by the policies of the school as stated therein.

Step 3: Discuss your family's tuition plan and the potential for financial aid if needed.

Step 4: Return this form, supporting documents, and registration fee (\$35 before June 1 and \$50 thereafter) to the school office.

Step 5: Academic Assessments (if needed) in reading, math, and writing for grades 1-12 placement.

Grace Christian Academy (Grades Pre-K -12)  
Student Enrollment Form 2023-2024  
Tuition Schedule 2023-2024

The following tuition structure will be in place for the school year 2023-2024. Please be aware that timely payment of tuition is absolutely necessary in order for the child to remain an enrolled student at Grace  
Registration Fee \$35

Note: THE REGISTRATION FEES ARE NOT REFUNDABLE. Please read the Financial Contract carefully before signing.

Time Line

MAY: Re-enrollment for current students.

JUNE 1: Enrollment opens to all. Newly-approved applicants will be placed in classes where there is space according to order of application.

TUITION SCHEDULE:

Parents have two options in paying for their child's education while attending Grace. You may choose either a monthly payment plan or a yearly payment plan. If the yearly payment plan is chosen, a \$300 tuition discount will apply. Both plans are outlined below:

MONTHLY PAYMENT SCHEDULE (10 months)

K4-Kindergarten	\$220 Month
Grades 1-6	\$320 Month
Grades 7-11	\$420 Month

Multiple Child Family Rate Determined by Administration

Tuition Assistance Family Rate Determined based on financial aid form

Note: Monthly tuition is based on a 10-month plan of monthly payments beginning on August 1, Ending May 10

Multi-child Family Discount Available. Reduced tuition scholarship program requires a separate form.

Person responsible for payment of tuition

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Grace Christian Academy (Grades Pre-K - 12)  
Student Enrollment Form 2023-2024

Basic Information

1. Student's Name:

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Last First Middle  
2. Grade Level for 2023-2024: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
3. Name the child goes by regularly: \_\_\_\_\_  
4. Child's Home Phone: \_\_\_\_\_

Address:

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Street address. City State Zip

Custody Information

1. Both parents: Yes No (circle one)  
2. Divorced with joint custody: Yes No (circle one)  
3. One parent: \_\_\_\_\_  
Print name of parent with full custody

Note: If the biological parents are divorced then the school must have a copy of the divorce decree signed by a judge of the decree pages which indicate custody placement. Please submit this with your re-enrollment.

Church Attending \_\_\_\_\_ . Pastor's Name and Number \_\_\_\_\_

Family Information

Relationship to student: Father  
Note relationship if not father: \_\_\_\_\_  
Living in home with child? Yes No  
Marital Status: \_\_\_\_\_

Name: \_\_\_\_\_  
Title Last Name, First Name Middle Name

Address:

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Street address City State Zip

Mailing address (if different from street address):

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Street City State Zip  
Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Grace Christian Academy (Grades Pre-K - 12)  
Student Enrollment Form 2023-2024

Relationship to student: Mother

Note relationship if not mother: \_\_\_\_\_

Living in home with child? Yes No Marital Status: \_\_\_\_\_

Name: \_\_\_\_\_

Title Last Name First Name Middle Name

Address: \_\_\_\_\_

Street address City State Zip

Mailing address (if different from street address):

\_\_\_\_\_  
Street City State Zip

Email Address: \_\_\_\_\_@\_\_\_\_\_

Commitment Statements

PLEASE READ THE FIVE STATEMENTS LISTED BELOW AND SIGN WHERE INDICATED. PLEASE MAKE SURE YOU READ THIS YEAR'S FORM, AS SOME DETAILS HAVE CHANGED. THESE MUST BE SIGNED BY ANY AND ALL ADULTS WITH PROPER CUSTODY IN ORDER FOR THE APPLICATION FOR RE-ENROLLMENT TO BE VALID. ALSO, THE FINANCIAL CONTRACT MUST BE SIGNED BY THE PERSON WHO WILL BE RESPONSIBLE FOR PAYMENTS.

Statement of Cooperation

I hereby make application for my child to attend Grace Christian Academy (Grades PreK - 12 [hereafter referred to as the "School"]). In making this application, I understand and agree to comply with and abide by the provisions of the School Student Handbook and the rules and standards set out therein including, but not limited to, the following:

1. Grace Christian Academy has the right to dismiss any student who does not respect the School's academic and behavioral standards or does not cooperate in the educational process.
2. The School has full discretion to discipline students according to the guidelines of the Grace Christian Academy Code of Conduct.
3. I agree to cooperate with the school policies and procedures and to pray for the school personnel. I agree to publicly support the school and bring whatever concerns I have to the proper individual as per school policy and procedures.
4. I agree to cooperate with the school's policy and dress code and understand I will be held accountable for my child's adherence to that policy.
5. I agree that my student and I will represent the school well. This includes behavior off-campus, in the virtual world and during school-sponsored activities such as field trips and sporting events.

Grace Christian Academy(Grades Pre-K - 12)  
Student Enrollment Form 2023-2024  
Family Standards

Grace Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to biblical standards the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Conciliation Clause Commitment

[Required for admittance to Grace Christian Academy]

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement/enrollment in school shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. [A copy of these Rules is available in the school office.] Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

Normal communication regarding complaints and/or grievances will be handled according to the process outlined in the School Handbook under "Complaints and Grievances."

We agree with this approach to resolve any disputes, which may arise with our association with the Grace Christian Academy.

As parents of \_\_\_\_\_ who is applying for Grade \_\_\_\_\_ in 2023-2024, we have read and completed the enrollment form.

In doing so, we agree and bind ourselves to the school's procedures for enrollment and the commitments necessary for enrollment/re-enrollment as found on the pages of the Grace Christian Academy Student enrollment form 2023-2024.

To the best of my knowledge, all information provided by me on this application form for enrollment are true and correct.

\_\_\_\_\_ Father's Signature

\_\_\_\_\_ Date Signed

\_\_\_\_\_ Mother's Signature

\_\_\_\_\_ Date Signed

Tuition Payment Preference  
Grace Christian Academy (Grades Pre-K - 12)  
Student Enrollment Form 2023-2024

In order for our bookkeeper to prepare for next year's billing, we need to know your preference concerning a payment schedule. The options are listed below. Please mark one.

Option 1:  
Monthly payments

Monthly payments begin in August and are payable by the 10th of the month.

Important Reminder: Upon submission of re-enrollment, you are committed to the first month's tuition whether your child actually attends or not.

Option 2: Yearly Payments

Textbooks

Parents are responsible for purchasing textbooks for grades K-12

Book Fees: DUE BY JUNE 30TH

K4	\$100
K	\$200
1-6	\$250
7-12	\$300

Use of Student Images

As a parent or guardian of this student, I hereby consent to the use of photographs taken during the course of the school year. As it pertains to the use of these photos for publicity, promotional, and/or education purposes (including print publications, school web site, school Facebook/Twitter or other media sources), please see the following stipulations concerning the use of photographs for this student.

\_\_\_\_\_ I give full consent for my student to be photographed and their photos used as described above.

\_\_\_\_\_ I DO NOT give consent for my student to be photographed and their photos used as described above. (I understand I will be contacted further concerning the specifics of this issue.)

I do this with full knowledge and consent and waive all claims for compensation for use or for damages.

\*\*\* Please note \*\*\* All students will be photographed for the yearbook, and their photos will be included in the yearbook along with their names. If there is a legal reason your student should not / cannot have their photo and/or name listed in the yearbook, please contact the school office to let us know of the circumstances as well as providing the legal documentation stating the details of the limitations.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Grace Christian Academy (Grades Pre-K - 12)  
Financial Contract for Enrollment 2023-2024

Please read carefully, initial all blanks and sign before returning to the office.

\_\_\_\_\_ 1. Enrollment/Re-enrollment Fee: I understand that the \$35 enrollment fee is to ensure that my child will have a position at Grace Christian Academy for the 2023-2024 school year.

\_\_\_\_\_ 2. No Refund: I understand that the Enrollment/Re-enrollment fee is not refundable unless my child is denied admission at Grace Christian Academy, or Tuition Assistance applied for is insufficient to meet the family's need.

\_\_\_\_\_ 3. Tuition: I understand that upon signing this contract, should my child be accepted for enrollment at Grace Christian Academy for 2023-2024, I am obligated to pay for the first month's tuition because Grace Christian Academy must in turn make financial obligations for salaries, services, and products based on my intentions.

\_\_\_\_\_ 4. Withdrawal: I agree that should my child be withdrawn from Grace Christian Academy after his/her admission for the 2023-2024 school year, I will nevertheless fulfill my obligation as outlined in this contract and pay the first month's tuition, even if my child never attends classes.

Exceptions:

\_\_\_\_\_ a. The tuition for the fall semester is always due for payment in full once this contract is signed, unless the withdrawal is due to the child moving more than 25 miles away. Consideration for release from this financial obligation will be given by the school should an unforeseen financial hardship arise.

\_\_\_\_\_ b. Consideration for release from the obligation to pay the tuition due for the spring semester will be given should a request for withdrawal be made on or before November 15. After November 15, the balance of the year's tuition is due for payment in full unless the withdrawal is due to the child moving more than 25 miles away.

\_\_\_\_\_ c. Should Grace Christian Academy make the decision to dismiss the child from school, the tuition due will be prorated based on the time the child was enrolled.

\_\_\_\_\_ 5. Breach of Financial Contract: I understand that failure to pay all tuition charges will be considered a breach of contract; and as a result of not clearing my indebtedness:

a. Grace Christian Academy will not transfer my child's records to another school until all indebtedness is cleared;

b. I am subject to the legally binding arbitration process as prescribed in the "Conciliation Clause" which is included in the enrollment packet.

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

After your enrollment is complete and your child has been accepted at Grace you will need to provide the following documents:

Birth Certificate

Current Virginia Physical

Immunization Shot Record

Copy of parent/guardian driver's license