

OFFICE USE ONLY

Interview Parent _____ Student _____

Testing _____

Psy. Eval _____

Records Req: _____



Richards Academy
of Sewell Mill Baptist

ENROLLMENT APPLICATION School Year 2019-2020

CIRCLE GRADE ENTERING

_____ Date of Application

Kindergarten **K**
Elementary **1 2 3 4 5**
Middle School **6 7 8**
High School **9 10 11 12**

NAME: _____ BIRTHDATE: _____
LAST FIRST MIDDLE
ADDRESS: _____ CITY: _____ ZIP: _____ COUNTY: _____
HOME PHONE: _____ AGE: _____ SEX: _____ RACE: _____
BIRTHPLACE: _____ CHILD'S SOCIAL SECURITY NUMBER: _____
STUDENT'S E-MAIL ADDRESS _____

SCHOOL LAST ATTENDED: _____
ADDRESS: _____
GRADES HAVE BEEN: Superior: _____ Above Average: _____ Average: _____ Below Average: _____ Failing: _____
REASON FOR LEAVING _____
LIST ANY PHYSICAL OR MENTAL HANDICAPS (ALLERGIES): _____
LIST ANY LEARNING CHALLENGES _____
DOCTOR: _____ PHONE NUMBER: _____
EMERGENCY CONTACT: _____ PHONE NUMBER: _____

CHURCH INFORMATION
CHURCH: _____ PASTOR'S NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____
WE ATTEND: Regularly _____ Occasionally _____ Seldom _____ Sunday School _____
IS FATHER A CHRISTIAN? _____ IS MOTHER A CHRISTIAN? _____

PARENTAL INFORMATION
FATHER'S NAME: _____
ADDRESS: _____
OCCUPATION: _____ EMPLOYER: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
FATHER'S E-MAIL ADDRESS _____
MOTHER'S NAME: _____
ADDRESS: _____
OCCUPATION: _____ EMPLOYER: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
MOTHER'S E-MAIL ADDRESS _____

CHILD RESIDES WITH: _____ (Ex: Mother/Father/Stepfather/Grandparents)

IS CHILD OF PRESENT MARRIAGE? _____ LIST NAMES AND AGES OF OTHER CHILDREN LIVING AT HOME: _____

STATEMENT OF COOPERATION AND CONDUCT

FOR THE PARENT: Since the tuition charged does not cover the actual cost of educating a child, I recognize that my participation is needed in prayer, service, fundraising, and donations, in order to properly share in his training. We sincerely pledge our loyalty to the aims and ideals of Richards Academy and will bring all questions and criticisms directly to the teachers and administration so that they can be properly considered by those in authority. The teachers and administration are hereby given full discretion in the discipline of my child. This would include suspension, and expulsion, if necessary. As parents, we understand that we will show a Christian-like attitude and manner while our student is enrolled in the school. In that respect, if a parent or family member becomes a negative influence or shows an unChristian-like attitude or behavior, the school will require that the parent withdraw his/her child from the school. In making application, it is my desire to have my child attend the present school year.

In compliance with federal regulations regarding the privacy rights of parents and students under *The Family Educational and Privacy Act of 1974*, we the undersigned hereby consent to the release to Richards' Academy of all educational, disciplinary, and/or psychological information including any disciplinary actions taken by the Juvenile Court or law enforcement agency. All information received is considered confidential.

In case of accident or serious illness, I request the school to call my physician and to follow his/her instructions. If it is impossible to contact the physician, the school may make whatever arrangements are deemed necessary.

Detention may be used after school for various offenses and transportation will be the parents' responsibility. Parents will be notified before each detention. A fee is required for each detention served.

THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHO DOES NOT COOPERATE WITH THE SPIRITUAL OR EDUCATIONAL PROCESS. IF A STUDENT IS DISMISSED FOR ANY REASON, THE POLICY AS DESCRIBED IN THE ENROLLMENT CONTRACT UNDER FINANCIAL OBLIGATIONS WILL BE ENFORCED.

***ALL STUDENTS ARE ACCEPTED ON A TRIAL BASIS.**

Having read the preceding information, and agreeing to abide by the above stated guidelines, we hereby make application for enrollment in Richards Academy. We further attest that all information included in this application is true and correct to the best of our knowledge.

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

FOR THE STUDENT: Because I have received Jesus Christ as my personal Savior*, I will endeavor to obey God's Word and follow His leading in my life. Since my spiritual life depends upon my fellowship with the Lord and His people, I will attempt to read from the Bible each day (I Peter 2:2), pray each day (I Thessalonians 5:17), and attend church regularly (Hebrews 10:25). I will seek to live so that I can be a good witness for Christ (Acts 1:8). "Whatsoever ye do, do all to the Glory of God," (I Corinthians 10:31) will influence my conduct in all areas of life. I will be truthful in both my words and deeds. I will respect and obey those placed in authority over me. I will guard my tongue and attitude, and strive to avoid a complaining spirit. I will work to develop a rejoicing and thankful spirit (I Thessalonians 5:16, 18). Since the Lord has purchased me by His death on the cross and His Holy Spirit dwells within me, I will avoid those things that are harmful to my body. I will not use tobacco or alcohol products in any form, nor will I use any illicit or addictive drug. I will strive to keep my body pure so that Christ will have a "clean vessel" for His use (II Timothy 2:22). Because my desire is to bring glory to God in ALL I do, I will avoid those areas that give the appearance of evil (I Thessalonians 5:22). I will exercise discretion in all forms of entertainment. I will abstain from that which is immoral, anti-Christian, or occult. I will avoid listening to or participating in musical presentations which reflect immoral or anti-God attitudes, or that feature a sensual beat. In all activities and forms of entertainment, I will strive to be involved in only those things that are pleasing to the Lord and that give glory and honor to Him (Revelation 4:11). I will seek to make Richards Christian Academy a better institution because of my involvement and I will try to live as Jesus wants me to live because I love Him.

Date

Student Signature (Grades 7 – 12)

*In certain situations, a student may be accepted without professing faith in Jesus Christ. Any exception will be reviewed by the administration only after the prospective student agrees to abide by the standards identified on this form.

2019-2020 ENROLLMENT CONTRACT

NAME OF STUDENT _____ **GRADE** _____

Richards Academy (the "School") and the Parent(s) or Guardian(s) (the "Parent") of the enrolling student (the "Student") who is (are) identified in the Enrollment Agreement hereby enter into this Enrollment Contract for the school term 2019/2020 subject to the terms and conditions outlined below. The School agrees to matriculate the Student in a program of academic instruction appropriate for the Student's grade level, and the Parent agrees to pay the following tuition and fees. Each Parent is jointly and severally responsible for the financial and other obligations of this Contract.

TUITION FEES AND PAYMENT METHODS

The fees associated with attendance at the School fall into several categories as listed below.

REGISTRATION FEE:

\$250 – K- 12th grade (Non-refundable)

*Due with application to guarantee the student's place in the classroom.

BOOK FEE:

\$250 – K- 12th grades (Non-refundable)

*Book Fees must be paid by April 15th to hold the student's place in the classroom.

FUNDRAISER OPT OUT:

RCA will participate in 2 fundraisers a year. All families are required to participate in fundraisers or pay the opt out fee.

**Families that do not participate in fundraisers or submit the opt out fee will be charged the opt out fee and it will be added to their invoice.

The opt out fee for families with 1 student is **\$100 per year** and must be made before the first fundraiser.

Families with **more than one student have an opt out fee of \$150 per year.**

SENIOR FEES

\$100 for all Seniors – Due on or before February 15, 2020

* Pays for Cap, tassel, Gown rental, and diploma with cover.

DETENTION FEE: There will be a **\$25 Detention Fee** for each detention served.

ON CAMPUS SUSPENSION FEE: There will be a **\$50 OCS Fee** for each day of on campus suspension served.

WITHDRAWAL FEE: Refer to the Enrollment Contract under Financial Obligations

TUITION: Tuition is due on or before the **10th** of the month

	Annually	Monthly	
Kindergarten - 5th	\$5000.00	\$500.00	
Grades 6 th - 8 th	\$5500.00	\$550.00	**Please contact the school for the breakdown of half and whole year payments.
Grades 9 th - 12 th	\$5750.00	\$575.00	

The maximum discount per year is 5% for one-time payments or sibling discounts. Not both.

PAYMENT OPTIONS:

For the 2019/2020 school year the School will have these payment options available for the tuition. These options are:

1. Pay the balance in one full payment, due no later than July 1, 2019. Payment can be made by cash or check. A 5% tuition discount will be allowed for all accounts on which tuition is paid in full prior to July 1, 2019. The maximum discount per year is 5% for one-time payments or sibling discounts. Not both.
2. Pay the balance in ten equal payments made on the 1st of each month from August 2019 through May 2020.
3. All payments will be on automatic withdrawal with a debit/credit card on file. Please see attached form.

FINANCIAL TERMS AND CONDITIONS

LATE FEES AND CHARGES

All amounts past due are subject to a late fee of \$20 per month. Late charges are calculated and billed on the 10th of the month, unless previous arrangements have been made. Any check returned is subject to a \$20 processing charge. The parties intend that the foregoing fees are to compensate the School for the damages it will suffer from late payment, which are difficult to estimate with certainty, as liquidated damages and not as a penalty. **When any portion of any account becomes greater than forty-five (45) days in arrears, the School may, in its sole discretion, deny class attendance and participation in other School activities. No report cards or transcripts will be released if any sums due Richards Academy for said student's account are past due, and the school may revoke this contract.**

FINANCIAL OBLIGATIONS

The School hires faculty, purchases supplies, and makes other financial commitments on an annual basis determined largely by the strength of enrollment contracts. *Any student, who withdraws at any time of the month, will be charged the tuition for the entire month as well as any tuition that is due during their 4 week notice.* The student is not considered withdrawn until a written 4 week notice is given. *A student that withdraws during the middle of the month is responsible for the following month's tuition because it is during the 4 week notice period. The obligation to pay the fees for the month as aforesaid shall constitute liquidated damages and not a penalty or forfeiture. School and Parent hereby agree that the actual damages for breach of the Enrollment Contract and Agreement are impossible to ascertain with certainty and that the amount described above is a reasonable estimate thereof. These rules, as governed by Board policy, apply regardless of the reason of cancellation, whether for absence, withdrawal, dismissal, or otherwise.

OUTSTANDING BALANCES

Students with outstanding account balances are not to be considered for re-enrollment until all accounts are paid in full. The School reserves the right to withhold grades, diplomas, and transcripts until all accounts are paid. By signing this Enrollment Contract, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full. In addition, the school reserves the right to deny class attendance and participation in other school activities.

GENERAL TERMS AND CONDITIONS

HOLD HARMLESS AGREEMENT

The Parent agrees that the Student may participate in all School activities in which the School permits the Student to participate, including classroom lectures, discussions, and other activities, and trips away from the School premises. It is understood that all activities of any nature carry certain elements of risk, many of which are not foreseeable. The possibility for injury, illness, or even death exists. By signing this contract, the Parent agrees not to hold the School, its officers, directors, agents or employees responsible or liable for, or to make or bring any claim, demand, or action on account of any damage to personal property, personal injury, or death which may result from or relate to the Student's attendance at, participation in, and/or transportation to or from the School premises or any School activity, except to the extent arising from the School's gross negligence or willful misconduct.

HANDBOOK

The rules and regulations concerning Student or Parent conduct contained in any applicable student or parent handbook published by the School, as amended from time to time, are incorporated by reference in this Enrollment Contract. The handbooks contain detailed information including policies and requirements for which the Student and Parent are responsible. The School reserves the right to suspend, dismiss and expel the Student at any time if the Parent or Student breaches this Contract or if the Headmaster determines in his reasonable discretion that the Student's industry, progress, conduct, or influence on or off campus are not in keeping with the School's standards or the best interests of other students. **There will be no refund of paid enrollment fees where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the payment schedule.**

PHOTOGRAPH WAIVER

Acceptance of this Contract permits and licenses the School, without charge or royalty, to take photographs and make audio and video recordings of the Student and to use those photographs and recordings and the Student's name in school publications, recordings and broadcasts, including but not limited to newsletters, brochures, and the School's website.

EXTRA-CURRICULAR ACTIVITIES

The Parent and Student acknowledge and agree that extra-curricular activity participation (Including but not limited to drama, clubs and organization) is a privilege to be granted or withheld by the School in its discretion.

MISCELLANEOUS PROVISIONS

1. This Enrollment Contract represents the entire and integrated agreement between the School and the Parent and supersedes all prior negotiations, representations, or agreements, either written or oral.
2. This Enrollment Contract may be amended only by a written document signed by both the School and the Parent.
3. This Enrollment Contract shall be governed by the laws of the State of Georgia.
4. In the event that the facilities used by the School are unavailable due to destruction, partial or total, acts of God, strikes, action by governmental agencies, or for any other reason beyond the exclusive reasonable control of the School, the School shall have the right to terminate this Enrollment Contract. In such case, the School's sole and exclusive obligation shall be to refund, on a pro-rata basis, all monies not earned under this Enrollment Contract.
5. A waiver of any breach or default under the Enrollment Contract shall not constitute a continuing or further waiver of the same or any other breach or default hereunder. Every provision of this Enrollment Contract is intended to be severable, such that if any term or provision hereof is invalid for any reason whatsoever, that provision shall be severed and shall not affect the validity of the remainder of the Enrollment Contract.
6. The Parent understands that the School does not cover Student personal health needs (i.e. illness, sickness or injury).
7. Time is of the essence of this Contract.
8. Whenever it shall become necessary for the School to retain legal counsel to collect any unpaid amounts under this Enrollment Contract, the School shall be entitled to collect from the Parent its reasonable attorney's fees, collection fees, and court costs related thereto.

Richards Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid program, and other school-administered programs.

Parent Signature Date

Parent Signature Date

ACCEPTED FOR RICHARDS CHRISTIAN ACADEMY

By: _____ Acceptance Date: _____