



2018-19 School Year

Student's Name _____ Grade _____
 Student's Name _____ Grade _____
 Student's Name _____ Grade _____

REGISTRATION CONTRACT AND POLICY & PAYMENT AGREEMENT

I. We, the undersigned, do hereby acknowledge and without reservation accept the educational, spiritual and behavioral standards of West Valley Christian School. We agree to read all published school policies and to comply with all WVCS policies, including the standards of conduct and discipline. We understand that attendance at WVCS is on a conditional and contractual basis and that attendance of any student may be discontinued by the school for reasonable cause.

II. We agree to enroll our child in West Valley Christian School for the full school year, August through May. We agree to pay tuition according to the payment plan listed below. We understand that tuition is due on the first of each month whether or not a statement is received in the mail. We will pay all assessed fees incurred by our child.

III. We understand that tuition does not fully cover the cost of educating each student and that each family is required to purchase at least \$200.00 in scrip each month. We understand that phone and address information is provided to volunteers for purposes such as room parents, the emergency phone tree, carpool, fund raising, **and will be included in a school directory unless we decline by initialing here _____**. We agree to allow pictures of our child/ren to be used for publicity.

New student registration process – 1) Complete and sign the Application for Admission, 2) Complete and sign the Registration Contract, 3) Submit the application fee. After admission testing, if the student is accepted, the enrollment fee, tuition deposit and supply and activity fee must be paid within two weeks to enroll the student in school. The enrollment fee becomes non-refundable after 72 hours. (A new student may not begin school unless this process is completed, required medical and school records have been received and the family's account is current.)

Application fee (new students):	\$150
Enrollment fee:	\$530
Tuition Deposit:	\$200
Supply and Activity fee: (grades K-8)	\$450

The tuition rates are published on a separate schedule. Payments begin on June 1.

Special payment programs are available upon request for a nominal fee. A \$25 change fee is required if a plan change is made after August 1. Payment received after the 10th of the month is late and will be assessed a 5% (minimum \$15) late fee. A check returned from the bank will be assessed a \$25 service fee. Other charges may be assessed. See reverse for additional policy information.

ALL FUNDS PAID TO WEST VALLEY CHRISTIAN SCHOOL ARE NOT REFUNDABLE OR TRANSFERABLE.

*By signing this contract, we agree to the policies described above and to the school and financial policies stated on the reverse of this form. Asterisk here (*) requires a signature on the reverse side also.*

Parents or Legal Guardians:

<u>Signatures</u>	<u>Print Name</u>	<u>Date</u>	<u>Driver's License</u>	<u>SS#</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Address _____
 City/Zip _____
 Father's email _____ Father's phone _____
 Mother's email _____ Mother's phone _____

REGISTRATION CANNOT BE ACCEPTED UNLESS ALL REQUIRED INFORMATION IS PROVIDED.

West Valley Christian School - Policies for Grades TK-8

Application Fee – New Students

*Due at the time the student's application for enrollment is submitted.

*Non-refundable & cannot be transferred to another account or school year.

Enrollment Fee

*Must be paid to complete enrollment.

*Enrollment cannot be accepted for any previously enrolled student whose account is not current.

*This fee is non-refundable after 72 hours and cannot be transferred to another account or school year.

Tuition Deposit

*A tuition deposit of \$200.00 is due along with the enrollment fee after acceptance. This amount is credited toward the May tuition.

*This deposit is not refunded if the student is dis-enrolled for any reason prior to May 1 of the school year.

Supply and Activity Fee

*This fee includes student insurance, elementary class parties, some local field trips, yearbook, emergency supplies, curriculum supplies, technology, elementary enrichment classes.

Tuition - Policy

*Tuition is due on the first day of the month and delinquent after the tenth day of the month.

*A late fee will be assessed automatically to every delinquent account on the eleventh day of the month.

*The late fee is calculated as 5% of the outstanding balance, minimum \$15.

*A \$25 change fee will be assessed if a change is made to the agreed upon tuition plan after August 1.

Other Fees

*Replacement fees will be assessed for lost or damaged books and other articles including technology such as tablets, cell phones, iPads, laptops, etc.

*Participation in extra-curricular events generally will incur additional fees.

*Most middle school electives incur a fee.

*Certain books must be purchased.

*Library fines and other fees may apply.

Statements

*A monthly statement will be mailed on or about the 22nd of the previous month.

*The tuition payment is due on the 1st of the month, whether or not a statement is received in the mail.

Extended Day Care (EDC)

*Day care is available from 7:00 a.m. to 6:00 p.m., for the hours that students are not in class. Day care is not offered on non-school days or on some half days.

*EDC is billed in 1/4 hours or any portion thereof & assessed monthly. \$5.00 per hour; *\$2 per minute charge after 6 p.m.

Discounts

*Discounts are offered for siblings in grades PS-8 within the same family.

*The total amount of the discount is spread over the payment plan.

Scrip Policy

*Each family is required to purchase a minimum of \$200 in scrip each month (\$2000 per school year) or they may opt out and will be charged \$200 per school year.

*Families that do not purchase a minimum of \$1000 between July and December will be charged \$100 on the Jan. statement.

*A similar \$100 charge will appear on the May statement if the total of \$2000 for the year is not met. Fee will be prorated based on purchases made.

Method of Payment

Cash, checks, credit or debit cards, money orders, or cashier's checks are accepted.

*Payment by credit or debit card incurs an additional fee.

*A \$25 fee will be charged for any item that is returned by the bank. Future payments may be required by cash, cashier's check or money order.

Locker Policy

*WVCS provides lockers for grades 5-8 as a convenience and assumes no responsibility for lost or stolen books or contents.

*Students must treat lockers with proper respect or risk losing this privilege.

Release from Contract

*The Policy and Payment Agreement signed by each family covers tuition for the full school year.

*Families of students not remaining for the full school year must apply in writing to the WVC School Board for release from contract.

*A letter must be submitted as far in advance as possible, stating the circumstances for which release from contract is requested.

Student / Parent Handbook

I have read and agree to support the policies and procedures outlined in the WVCS Student / Parent handbook.

Megan's Law

*By signing this contract I am authorizing West Valley Christian School to run a Megan's Law background check on families each year that my child is enrolled. I understand that this is standard procedure and will be done as a precaution for all students at West Valley Christian School.

Non-Discrimination Policy

*WVCS admits students of any race, color, nationality, or ethnic origin into the rights, privileges, programs, and activities generally accorded or made available to its students.

*WVCS does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admission policies, athletic, and other school-administered programs.

Dispute Resolution

*Disputes between the parties shall be submitted to Christian mediation.

*Each party expressly waives its rights to institute a lawsuit in a secular court for disputes arising under this contract.

Delinquent Accounts

*A delinquent account is an account with outstanding financial obligations.

*If an account remains delinquent after notice, the student is in jeopardy of tuition suspension.

*An account unpaid by the 22nd of the month shall cause a 1-day suspension to be in effect.

*Families whose accounts are not current will have report cards or other records including RenWeb withheld until arrangements are made.

*Final exams will not be taken until financial obligations are fulfilled. Grades will be assigned as incomplete and potentially result in fail marks for the semester.

*A student will not be extended a yearbook or a graduation or promotion certificate, nor will a student participate in graduation, commencement or extra curricular activities, unless all financial obligations for the year are fulfilled.

*Past due accounts will be referred to a collection agency after a minimum of 90 days of inactivity. The family will be responsible for court costs, attorney fees, and collection costs of 35% of the amount due.

Chronic Delinquent Accounts

*A chronic delinquent account meets at least three of these criteria:

..Balance owed for previous year.

..More than 1 "nonsufficient funds" check returned to any school account.

..Past due balance for more than two consecutive months where no attempt or an unsatisfactory attempt has been made to correct it.

..Past due balance and payment plan was worked out but not followed.

..Payment made by check on account with a past due balance and funds were not available for the check.

*An accelerated payment schedule will be in effect for chronic delinquent accounts. Current school policy on delinquent accounts still applies.

*The accelerated schedule is the nine-month tuition plan with the Aug, Sept. & Oct. tuition payments due by August 1. Thereafter, monthly payments must be made according to the 9-mo. schedule, with the last payment due February 1.

Verbal/Written Commitments

All agreements between WVCS and school families or other parties must be issued in writing from the Administrator or Financial Director. No verbal commitments are binding.

SIGNATURE FOR DELINQUENT POLICY

(if required on front of contract)