



PO Box 1064
 Douglas, GA 31534
 Phone: 912-384-8862
 citizenschristianacademy.org

Contract for Enrollment 2021-2022

1) APPLICATION FOR ENROLLMENT

a) Application for admission is hereby made by _____,
 (parent(s) or guardian(s)), for enrollment of the following child or children to Citizens Christian Academy in Coffee County, Georgia, for the 2021-2022 academic school year.

NAME OF CHILD	GRADE APPLYING FOR
i) _____	_____
ii) _____	_____
iii) _____	_____
iv) _____	_____
v) _____	_____
vi) _____	_____

b) On or before March 1, 2021, the above parent(s) or guardian(s) agree to pay the following non-refundable student registration fee for each child seeking admission for this academic school year. This fee is in addition to the Tuition and Fees set out in paragraph (2) below.

i) Returning Student	\$200.00 per child
ii) New Student	\$250.00 per child
iii) Any application submitted after March 1, 2021	\$250.00 per child

2) TUITION AND FEES: GRADES PREK2 - KINDERGARTEN

a) Tuition per Child	\$7,900.00
b) Scholarship applied	(-) <u>\$3,800.00</u>
Net Tuition Cost	\$4,100.00
d) Beyond Fourth Child	\$1,500.00 per child
e) Building Maintenance and Utility Fee:	\$500.00 per child

This Building and Maintenance fee may be paid in (2) \$250.00 installments. The first payment is due on or before September 1, 2021. The second payment is due one on or before November 1, 2021.

Tuition may be paid in whole or in part as provided for in Section 3 below.

[Type here]

3) TUITION AND FEES: GRADES 1 - 12

a) Full-time and Joint Enrolled CCA Student:

i) First and Second Child	
(1) Tuition per Child	\$10,500.00
(2) Scholarship applied	(-) <u>\$3,800.00</u>
Net Tuition Cost	\$6,700.00
ii) Third Child in Grade 1-12	
(1) Tuition per Child	\$9,830.00
(2) Scholarship applied	(-) <u>\$3,800.00</u>
Net Tuition Cost	\$6,030.00
iii) Fourth Child in Grade 1-12	
(1) Tuition per Child	\$8,825.00
(2) Scholarship applied	(-) <u>\$3,800.00</u>
Net Tuition Cost	\$5,025.00
iv) Any child after fourth	\$1,500.00

b) Full-time College Student:

i) First and Second Child	\$3,350.00
ii) Third Child	\$3,015.00
iii) Fourth Child	\$2,512.50
iv) Any child after fourth	\$1,500.00

Paragraph 3b applies to any 11th or 12th grade student who is enrolled as a full-time student in college, and who otherwise takes no classes for credit at CCA. There will be no building, maintenance, and utility fee charged for this classification of student.

c) Building Maintenance and Utility Fee: \$500.00 per child

This may be paid in (2) \$250.00 installments. The first payment is due on or before September 1, 2021. The second payment is due one on or before November 1, 2021.

Tuition may be paid in whole or in part as provided for in Section 3 below.

4) PAYMENT PLANS

- a) Annual: Total tuition is payable in full by August 1.
- b) 10 Months: Monthly installments shall begin on August 1 and continue through May 1.
- c) 12 Months: Monthly installments shall begin on June 1 and continue through May 1.

5) FEES

The above parent(s) or guardian(s) agree to pay all fees assessed throughout the school year for supplies, textbooks, technology, sport or academic participation and uniforms.

6) ASSESSMENTS

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The above tuition schedule is expected to meet the fiscal needs of the school for the applied academic year. However, numerous factors may impact the operational budget of the school. In the event that the operational revenue is inadequate to meet operational costs, a monetary assessment will be implemented to bridge any short fall in revenue. If appropriate, any such assessment will be made in September of the current year, payable no later than October 15. In addition to any such assessment, an additional impact fee may be assessed to any transferring student throughout the school year. Such impact fee shall be payable at the time of enrollment.

7) PAYMENTS

a) Mode of Payment:

Tuition may be paid by check, money order, or cashiers check. ACH and debit/credit payments may be made online. However, a 3.5% surcharge will be added to any payment made with a credit or debit card and a \$0.35 surcharge will be added for any payment made by ACH. No cash will be accepted for tuition or fees.

b) Due Date and Late Fees

i) Monthly Tuition Account:

Tuition payments are due on the first day of each month. The account shall be considered past due after the tenth of the month. Any payment made after the tenth of the month shall be considered late and shall be subject to a 1.5% late fee and a \$10.00 penalty.

ii) Lunch Account:

Lunch accounts must remain current each month. Lunch accounts shall be subject to the same provisions as monthly tuition accounts.

iii) Sixty Days Past Due: When an account reaches 60 days past due, parent(s) must bring said account current within 15 days thereafter, or the student will be dismissed from school, unless satisfactory arrangements are made and agreed upon in writing. In the event of dismissal, the undersigned understands and agrees that Citizens Christian Academy shall have the right to withhold student transcripts and records until such time as all past due balances have been paid. This shall include all debts owed to Citizens Christian Academy, including but not limited to tuition, lunch accounts, fees, assessments, raffle tickets and/or any other debt.

iv) In the event that Citizens Christian Academy has to use an attorney to collect any outstanding debt related to this contract of enrollment, it is hereby agreed, acknowledged and understood that the undersigned shall be fully and completely responsible for any and all costs of collection; including, but not limited to all attorneys' fees and any of the cost incurred by Citizens Christian Academy.

v) The provisions of this paragraph shall be strictly enforced.

8) TUITION REIMBURSEMENT

In the event a child is withdrawn from Citizens Christian Academy at any time during the school year, the following conditions shall apply:

- a) Parents making annual payments shall be reimbursed 100% of their annual tuition if the student is withdrawn prior to the first nine weeks test. Student withdrawal occurring between the first and second nine weeks test shall require a 50% reimbursement, and withdrawal occurring between the second and third nine weeks tests shall require a 20% reimbursement. There shall be no reimbursement for withdrawals occurring after the third nine weeks test.
- b) There shall be no tuition reimbursement for withdrawal of students making monthly payments.

9) ACADEMIC RIGHTS UPON ACCEPTING A STUDENT FOR ENROLLMENT

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a) *Discipline*

It is agreed and understood that Citizens Christian Academy has the following rights:

- i) To execute responsible, reasonable and proper disciplinary action for violation of conduct and behavior rules or guidelines. Any such action shall be taken only for purpose of preserving order, discipline, and the standards of Citizens Christian Academy. Disciplinary procedures shall include conferences, written assignments, corporal punishment, clean-up assignment, suspensions and expulsions.
- ii) To suspend or expel the child for any scholastic or disciplinary reason or case, the Headmaster shall be the sole judge of the sufficiency of such reason or cause.
- iii) Parents understand and agree that they and their child must abide by all conditions and requirements set forth in the Student and Parent Handbook. Parent(s) execution of this agreement is acknowledgement of receipt of said handbook.
- iv) Parent(s) acknowledge that the handbook may be modified without notice from time to time and shall be bound by its modified terms.
- v) In the event that this agreement or any other policy or procedure of Citizens Christian Academy shall be in conflict, it shall be the Headmasters responsibility to reconcile any such discrepancy. The decision of the Headmaster shall be controlling and final.

b) *Testing*

The Parent(s) fully understand that Citizens Christian Academy has certain testing procedures which are an integral part of the operation of the school and that such test may be administered to their child or children in order to determine his/her readiness to enter the school or advance to another grade or for any other purpose which the Headmaster deems necessary.

c) *Student Acceptance and Class Assignment*

- i) Citizens Christian Academy has the absolute right to accept or reject any student who registers for enrollment. If the student or students are rejected, the initial registration fees will be returned. It is understood that Citizens Christian Academy follows a non-discriminatory policy which means that Citizens Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally afforded and made available to students at Citizens Christian Academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs.
- ii) It is understood that Citizens Christian Academy shall have the absolute right to determine the class to which any student shall be assigned.

d) *Promotional Materials*

It is understood that my child may be photographed or videotaped during normal school activities. These photos/videos may be used in newspaper articles, television programs, or other promotional materials regarding the school's programs.

10) MISCELLANEOUS

- a) Citizens Christian Academy has the absolute right and discretion to, among other things, revoke athletic or extra-curricular activity, suspend and/or expel the student(s) for any scholastic or disciplinary reason; any action and/or omission which, in the discretion of Citizens Christian Academy, reflects negatively on Citizens Christian Academy; or for nonpayment of tuition or other fees.
- b) In order to keep all parties properly informed, please list any additional names and addresses below the applicant's signature other than the applicant.
- c) The Parent(s) agree(s) to relieve any and all officials of Citizens Christian Academy of and for any liability for accidents and/or injuries which may be sustained by the student(s).
- d) The undersigned shall indemnify Citizens Christian Academy for any damage caused to the school property if such damage is caused by the student.

[Type here]

- e) Before your student(s) can attend classes or stay in after-school care, the school must have an up to date immunization record on file in the office.

I accept the foregoing terms and conditions and acknowledge that my total obligation hereunder is \$_____.

I tender the sum of _____ and select payment plan _____ as the method of payment for the balance of my remaining obligation.

Submitted this _____ day of _____, 2021.

SIGNATURE:

Printed Name: _____

Date: _____

SIGNATURE:

Printed Name: _____

Date: _____

If another party is responsible for a portion of the tuition and/or fees of a Citizens Christian Academy student, this section must be completed.

Information:

Name: _____

Email: _____

Address: _____

Phone: _____

[Type here]



**CITIZENS CHRISTIAN ACADEMY
INFORMATION SHEET (Complete for each child)**

Student's Full Name _____

Birthdate _____

Social Security # _____

Mailing Address _____

Student's Email Address _____

Student's Cell Phone _____

Home Phone _____

Father's Name _____ Occupation _____

Place of Work _____

Business Phone _____ Cell Phone _____

Cell Phone Carrier _____

Email Address _____

Mother's Name _____ Occupation _____

Place of Work _____

Business Phone _____ Cell Phone _____

Cell Phone Carrier _____

Email Address _____

In case of emergency, call:

_____ Phone _____

_____ Phone _____

[Type here]

Does your child have any medical conditions, allergies, or special needs?

Signed: _____

Parent Guardian

***WE WILL NEED THE FOLLOWING BEFORE YOUR CHILD STARTS SCHOOL:
BIRTH CERTIFICATE, SOCIAL SECURITY CARD, & IMMUNIZATION FORM #3231.***

[Type here]