

ENROLLMENT AND FINANCIAL INFORMATION

Pre-school 3, 4 and 5 year old students must have their birthday by October 31 in order to enter K3/4/5. First grade children must be six years old by October 31. By the first day of school, all students must have submitted, or have already on file, a complete Physical Examination and Immunization Certificate, along with a copy of their birth certificate and Social Security Card.

A **non-refundable** enrollment fee is required. Entrance tests may be given as needed for proper placement.

REGISTRATION

1. We would prefer at least one parent to be a Christian.
2. Interviews will be conducted by the school administrator with prospective student and both parents.
3. Enrollment forms must be submitted.
4. A non-refundable Registration Fee and Application fee of \$ 175.00 for each new student is due upon acceptance.
5. Failure to disclose student problems during the enrollment process may result in immediate expulsion.

Re-enrolling Families:

Tuition may be paid in ten equal payments beginning August 1. Accounts for Seniors will have a final payment date of June 1. **No diploma will be issued, and student will not be allowed to participate in graduation ceremony, if tuition is not paid in full.**

New Families:

Upon acceptance for enrollment, the enrollment registration fee is due (and if after August 1 the first month's payment), with the balance to be paid in ten remaining payments beginning August 1, or in advance at any time.

NO FUNDS WILL BE REFUNDED FOR ANY CHILD WHO HAS BEEN ENROLLED OR RE-ENROLLED AND LEAVES CARMEL CHRISTIAN ACADEMY FOR ANY REASON.

Student whose accounts are not current will not receive reports for the first semester. Student accounts must be paid in full in order to receive report cards, records, final grades, or diplomas. **Accounts past-due two months must be paid in full, or the student is subject to expulsion.** All prior year accounts must be paid in full before a student may re-enroll. Please make checks payable to Carmel Christian Academy and mail to Carmel Christian Academy, Post Office Box 605, Ruther Glen, Virginia 22546. In order to better serve you, please write on your check what it is for-tuition, gift, fund-raiser, etc.

Carmel Christian Academy is endeavoring to keep tuition low for the benefit of each family. The school receives no federal or state assistance.

RETURNED CHECKS

There is a \$50.00 charge for any returned check (regardless of the amount of your account) to cover processing and invoicing.

LATE CHARGES

Tuition payments are due on the 1st of each month. A late charge of \$50 will be applied on the 5th day.

TEXTBOOKS

Textbooks will be purchased by the students. Prices will be available before the school year begins. Cost of books will be included in the **August** tuition bill. **All books must be paid for before school starts.**

WITHDRAWAL FROM SCHOOL

Withdrawal from school must be processed through the school office. A withdrawal form must be completed and signed by each of the student's teachers. A student attending any day of the month will be charged a fall month's tuition. A student will not be considered officially withdrawn until withdrawal forms have been completed in the school office. **All school accounts must be paid in full before diplomas, school records, or grades will be released.**