



RRCA REGISTRATION FORM
2021-22 School Year

This form is not meant to simply hold a place for your child; it is a financial commitment. Student enrollment is not complete and spaces are not reserved until the Registration Form, Enrollment Contract, Tuition Collection Policy, and Fees have all been submitted to the Business Office.

Early Childhood Enrollment

Name of Student <i>Preschool 3s (age 3 by 9/1/21)</i> <i>PreKindergarten (age 4 by 9/1/21)</i>	<input checked="" type="checkbox"/>	Class Name	Days of Week	T-Shirt Size (Choose one per student)
	<input type="checkbox"/>	Preschool 3s	Mon/Wed/ Fri	
	<input type="checkbox"/>	Preschool 3s	Mon-Fri	
	<input type="checkbox"/>	PreKindergarten 4s	Mon/Wed/Fri	
	<input type="checkbox"/>	PreKindergarten 4s	Mon-Fri	

Kindergarten – 12th Grade Enrollment

Name of Student	Grade Level (Fall 2021)	T-shirt Size (circle one for each student)
1.		
2.		
3.		
4.		
5.		

EXTENDED CARE* (Optional program that can be added/dropped during the school year)

Name of Student	<input checked="" type="checkbox"/>	Grade Level	Extended Care Time	Fee
	<input type="checkbox"/>	PS and PK	2:00 pm-3:25 pm	\$200/month
	<input type="checkbox"/>	PS and PK	2:00 pm-6:00 pm	\$375/month
	<input type="checkbox"/>	K – 5 th	3:25 pm-6:00 pm	\$275/month
	<input type="checkbox"/>	6 th & Up	4:00 pm-6:00 pm	\$150/month



RRCA ENROLLMENT CONTRACT

2021-22 School Year

RRCA agrees to enroll the following child(ren) for the 2021-22 school year, and in turn the student(s) agrees to fulfill academic requirements and comply with the behavior standards of RRCA. With the submission of the Registration Form and Enrollment Contract by RRCA, the undersigned agrees to pay the required fees as specified below.

Name of Student	Grade Level Fall 2021	Reg. Fee Amount	Payment Plan A One Pymt Due July 1	Payment Plan B Ten pymts. due first of month, July to April	Payment Plan C 12 monthly pymts. <u>Auto Draft Required,</u> July to June
1.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
2.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
3.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
4.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____
5.			<input type="checkbox"/> Plan A Amount: \$ _____	<input type="checkbox"/> Plan B <input type="checkbox"/> Bank draft Amount: \$ _____	<input type="checkbox"/> Plan C Amount: \$ _____

I understand that in signing the Enrollment Contract for this academic year, I am agreeing to accept the rules and regulations of RRCA as stated in the current handbook and the rule concerning payment of fees as referred to above. Furthermore, I understand that grades and transcripts may not be released unless an account has been paid in full. Bank drafts and credit/debit auto drafts will be processed on the first of each month. I understand that a **late pay fee of \$35.00** will be assessed when tuition is not received by the 7 of each month, and that report cards may be held when tuition payments are one month behind. Online parent access to grades and report cards may be restricted if tuition is not paid and up to date.

Enrollment, as specified within the Enrollment Contract, may be cancelled by the parents or guardians in writing, prior to July 1. **The Registration Fee and/or New Student Fee are non-refundable.** If enrollment is cancelled after July 1, the parents or guardians financially responsible for the student are obligated to pay a full month's tuition from the withdraw date in addition to a \$250 tuition insurance fee (**and all fees are non-refundable**).

In the event of circumstances out of control of RRCA, such as but not limited to Acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, pandemic, accident, or any other event similar to those enumerated above; this enrollment contract remains in effect for the duration of said school year. RRCA commits to continue the level of education required to advance each student to the next level with the same standard set forth in our mission.

In order to reserve a place for your child, the Registration Form, Enrollment Contract, Tuition Collection Policy, and the enrollment fees must be received by RRCA. This contract shall be interpreted in accordance with the laws of the State of Texas. My/Our signature(s) below affirms that I/We have read, understand and accept the terms and conditions of this contract.

Signatures of Parents or Guardians Financially Responsible for Student:

Date signed: _____ Print Parent Name: _____

Parent/Guardian Signature: _____ Parent/Guardian Signature: _____

Office Use Only: Ck # _____ Cash _____ CC _____ Amt _____ Date Rcvd _____ Initials _____

RenWeb Fees QuickBooks New Student(s) Returning Student(s)



ROUND ROCK CHRISTIAN ACADEMY

Tuition Collection Policy

Round Rock Christian Academy seeks to provide quality education at a minimum cost. The payment of tuition is based on a contract between the parent and the Academy and it is absolutely necessary that payments be made on schedule. The contract stipulates the method and amount of payment.

Most parents fulfill their financial obligation in a timely manner and notify the Business Office if payment issues arise. However, on those occasions when the contract is not honored and the payment is in arrears, the following process will be utilized:

1. When a payment is 7 days late, a late pay fee of \$35 will be added to the tuition statement.
2. When a payment is 15 days late, email reminders may be sent to the parent.
3. When a payment is 30 days late, an email reminder will be sent and a phone call will be made. RenWeb access to homework, grades & report cards may be suspended.
4. When a payment is 60 days late, the Business Office will contact the parent via a phone call, email, and/or letter asking the parent to make arrangements for payment (promissory note, payment plan, etc.)
5. When a payment is 90 days late, the parent will be notified by phone and regular mail that their child(ren) may be withdrawn immediately. Collection efforts will continue for recovery and charge-off may be reported to credit bureaus.

If and when a plan is agreed upon by RRCA and the parent for any payment in arrears, the plan will be in writing and monitored by the Business Office or an administrative representative.

Options for Payment In Arrears

- RRCA will only accept payment by an approved credit card, cashier's check, cash or money order. No personal checks will be accepted.
- If a parent chooses to obtain alternate financing, RRCA will furnish verification of the debt.

RRCA Student(s) name (print): _____

Parent's Last Name (print): _____

Parent's Signature: _____

Date: _____



ROUND ROCK CHRISTIAN ACADEMY
2021-2022 Parent/Student Agreement and Acknowledgement Form

Agreement with the 2021-2022 Handbook

_____ **I ACKNOWLEDGE** that our family will read and will abide by the policies and procedures outlined in the 2021-2022 RRCA Parent/Student Handbook (updated on the website each August).

Biblical Morality Policy

_____ **I ACKNOWLEDGE** that our family will read and will abide by the Biblical Morality Policy and Statement of Beliefs as outlined in the Parent/Student Handbook.

Agreement for School Directory

_____ **I AGREE** to have my family demographic information (student and parent names, grade, class, address, phone number, and email) listed in the online directory. This directory is provided for RRCA families and is for school-related use only.

_____ **I DO NOT AGREE** to have my family demographic information listed in the directory and I will log onto my RenWeb family account and update my preferences.

Agreement for Media Release

_____ I agree to give RRCA all rights to publish or use video or photographic images of my child for the purposes of print or electronic advertising, the weekly newsletter email, school website, teacher websites and blogs, school-sponsored social media accounts (student names not listed), and/or the annual student yearbook of RRCA. I waive any right to approve any finished advertising or promotional piece that may be used.

_____ **I DO NOT AGREE** with the media release statement, and **I ONLY ALLOW** my child's image to be used in the following (**list each permissible example**, such as yearbook):

Agreement for Security Video Surveillance

_____ I am aware that RRCA will maintain appropriate video surveillance for the security of all students.

Agreement for Off-Campus Participation

_____ I give permission for my child(ren) to participate in field trips, school competitions, class parties and other off-campus activities as deemed appropriate by school administration. I understand that drivers and chaperones are provided and I release RRCA from any liability or obligation resulting from transporting my child(ren) to and from school activities.

Agreement with the Acceptable Use Policy for Technology

_____ I agree to the policies stated in the Acceptable Usage Policy for Technology (on the school website). I have reviewed these policies with my children and my children agree to abide by the policies stated.

Please be aware that Live Stream events may be uploaded online for later viewing. This includes events in Second Grade through High School.

Please PRINT and sign each name.

Student's Name (printed)	<i>Signature of Student(s)</i>	<i>Date</i>
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Student's Name (printed)	<i>Signature of Student(s)</i>	<i>Date</i>
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Parent's Name (printed)	<i>Signature of Parent(s)</i>	<i>Date</i>
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Sign and return this form to the school office. Failure to submit this form will result in RRCA assuming that you agree with all of the above.