

ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS PHILOSOPHY

Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. We have adopted an admissions policy that opens Round Rock Christian Academy for families:

- 1) who desire a distinctively Christian education for their children,
- 2) who agree to be supportive of our faith, philosophy, objectives, standards of education, and religious mission; and
- 3) whose children meet our enrollment standards.

RRCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to adhere to its policies. It must be always understood that attendance at RRCA is a privilege and not a right. If at any time a student's conduct, academic progress or cooperation with RRCA administration is not in keeping with the school's policies and/or Statement of Beliefs, the Board of Directors reserves the right to take disciplinary action, up to and including dismissal from RRCA.

NON-DISCRIMINATORY POLICY

RRCA 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 programs, and athletic and other school-administered programs.

BIBLICAL MORALITY POLICY

Round Rock Christian Academy's biblical goal is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches.

GENERAL ADMISSIONS POLICY

1. The student must express a desire to attend Round Rock Christian Academy.
2. Both parents should be united in their desire to have their child taught from a Christian perspective.
3. The student should demonstrate the ability and desire to meet the academic requirements of RRCA.
4. The school must be able to meet the student's emotional and physical needs.
5. The student must live with a parent/guardian as long as they are an enrolled student at RRCA (even after turning 18 years old).

ADMISSIONS PROCEDURES

1. An interview with parent(s) and child is required. (It is desired that both parents attend the interview.)
2. The applicant and parent(s) agree to align with the Philosophy of Christian Education, Biblical Morality statement, Statement of Beliefs, and all other policies of the school.
3. Entrance testing will be administered for K-12 applicants to evaluate the academic potential of a student. Testing may be waived for students who completed standardized testing that can be compared to annual RRCA testing.
4. RRCA is not equipped to provide services for all students who require special attention, such as those with physical or emotional disabilities, etc. Administration will assess individual cases and will make the final decision on whether the child can be adequately served in our school program.
5. **All students are accepted on a nine-week probationary period.** Unsatisfactory academic progress or behavioral concerns during this probationary period may result in removal from school or extension of the probationary status.
6. Round Rock Christian Academy reserves the right to remove a student if it becomes apparent that we will not be able to meet their needs. **If the student's or the parent's behavior is out of harmony with the spirit of the Academy or is disruptive to the learning environment, the administrator may immediately begin proceedings for dismissal.** A letter will follow to confirm the dismissal, which will become a part of the student's permanent record.
7. Since the local church is God's vehicle for worship and service, all Round Rock Christian Academy students and family should be regular participants in an established church of their choice. Parents are asked to provide the name of that church and pastor to be part of the student records.

APPLICATION PROCESS

1. Submit all paperwork and fees listed on the Application checklist.
2. Submit current educational testing, discipline records, and relevant medical records, including any paperwork documenting emotional and behavioral concerns, along with the application paperwork.
3. Upon receipt of all required paperwork and fees, if space is available, you will be contacted to schedule a test date and parent interview.
4. After the interview, if the student is accepted as a student at RRCA, the Enrollment Contract and acceptance letter will be emailed or mailed to you within 3 business days.
5. To enroll your student, submit the signed contract within three days to the Business Office.
6. Parents will receive another packet of health forms to complete within 30 days.
7. If a student is not admitted to RRCA, parents have the right to appeal to administration within 48 hours.

LATE ENROLLMENT

When students enroll after school begins in the fall, the annual tuition will be prorated based on the start date. If a student enrolls after the first day of any month, a prorated amount will be charged for that month.

TUITION/PAYMENT

Round Rock Christian Academy seeks to provide quality education at a minimum cost. It is absolutely necessary that payments be made on schedule. Below are some important policies relating to Academy finances:

- Upon acceptance, parents will be presented with a contract and may choose from three different payment plans.
- Tuition is due on the first of each month. When a payment is 7 days late, a late pay fee will be added to the tuition statement.
- When a payment is 15 days late, email reminders may be sent to the parent.
- When a payment is 30 days late, an email reminder will be sent and a phone call will be made. Online access to homework, grades and report cards may be suspended.
- When a payment is 45 days late, the parents must provide their bank information for monthly automatic draft payments.
- 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.)
- 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.
- Unpaid tuition or unpaid fees by May 30 will place the family on the waiting list of the school regardless of re-enrollment.
- In order to maintain a program based on a certain number of children enrolled, refunds for sickness, mini-vacations, or other temporary absences cannot be given.

If you are late picking up your child from their regular school day, there will be a late charge of \$5.00 per half hour, per student. Parents will pick up their children from the Extended Care program (PK-5th grades) or the Hang Time program (6th-12th grades).

CONTRACTUAL AGREEMENT

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 Fees 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). Please refer to the RRCA Enrollment Contract and the Tuition Collections Policy for specific details.

WITHDRAWAL

To withdraw a student from the Academy, a parent must come to the office, complete the necessary forms, and will be invited to schedule an exit interview with Administration. Test scores, grades, or transcripts may be held until these forms are completed, and all accounts are current. Please note: requests for student records at the end of the school year will not be processed until the month of June, pending outstanding obligations.

RE-ENROLLMENT

Re-enrollment for current students begins in January of each year and there is a registration fee to hold a space for the following year. Current families have the advantage of re-enrolling before open registration for the general public begins.