



RRCA ENROLLMENT CONTRACT

2024-2025 School Year

RRCA agrees to enroll the following child(ren) for the 2024-25 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 and tuition as specified below.

Name of Student(s)	Grade Level Fall 2024	Reg. Fee Amount	PLAN A <u>One Pymt</u> Due July 1	PLAN B <u>10 monthly pymts. due</u> first of month, July to April	PLAN C <u>12 monthly pymts.</u> <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: \$ _____

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 handbook and the rule concerning payment of fees as referred to above. Furthermore, I understand that grades and transcripts will not be released unless an account has been paid in full. The annual tuition is divided into 10 or 12 monthly payments, depending on the plan chosen. Months are not pro-rated due to school holidays or partial months of school. August through May are all considered full months for tuition payment purposes. Credit/debit auto drafts will be processed on the first of each month and bank drafts will be processed on the 7th of the month. I understand that a **late pay fee of \$35.00** will be assessed when tuition is not received by the 7th of each month, and that report cards will be held when tuition payments are one month behind. Online parent access to grades and report cards will be restricted if tuition is not paid and up-to-date.

Enrollment, as specified within the Enrollment Contract, may be cancelled by the parents/guardians in writing, prior to July 1. **The Registration Fee and New Student Fee are non-refundable.** If student is withdrawn after July 1, the parents/guardians financially responsible for the student are obligated to pay for the pro-rated tuition amount due based on the withdraw date. An additional payment of one full month's tuition at the 10 month rate, and a \$250 Tuition Insurance Fee will also be due (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.

To reserve a place for your child, the signed Registration Form, Enrollment Contract, Tuition Collection Policy, Church Involvement Form, Student Covenant (grades 6th-12th), and the enrollment fees must be received by RRCA. This contract shall be interpreted in accordance with the laws of the State of Texas. Our signatures below affirm that we have read, understand and accept the terms and conditions of this contract.

Signatures of Parents or Guardians Financially Responsible for Student:

Father/Guardian Name: _____ Signature: _____ Date: _____

Mother/Guardian Name: _____ Signature: _____ Date: _____

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

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



RRCA REGISTRATION FORM
2024-2025 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 until the signed Registration Form, Enrollment Contract, Tuition Collection Policy, Student Covenant (grades 6th – 12th), and Fees have all been submitted or invoiced by the Business Office.

PreKindergarten – 12th Grade Enrollment

STUDENT NAME	GRADE (Fall 2024)	PK-12 th	6 th -12 th
		SHIRT SIZE (circle one for each student)	PE SHORTS SIZE (circle one for each student)
1.		YXS YS YM YL YXL AS AM AL AXL AXXL	YM YL YXL AS AM AL AXL AXXL
2.		YXS YS YM YL YXL AS AM AL AXL AXXL	YM YL YXL AS AM AL AXL AXXL
3.		YXS YS YM YL YXL AS AM AL AXL AXXL	YM YL YXL AS AM AL AXL AXXL
4.		YXS YS YM YL YXL AS AM AL AXL AXXL	YM YL YXL AS AM AL AXL AXXL

Extended Care*

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

STUDENT NAME	<input checked="" type="checkbox"/>	GRADE	Extended Care Hours	Fee Per Month
	<input type="checkbox"/>	PK	2:00 pm-3:15 pm	\$200
	<input type="checkbox"/>	PK	2:00 pm-6:00 pm	\$400
	<input type="checkbox"/>	K – 4 th	3:15 pm-6:00 pm	\$275
	<input type="checkbox"/>	5 th & Up	4:00 pm–6:00 pm	\$200



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 parents 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 45 days late, the parents must provide their bank information for monthly automatic draft payments.
5. 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.)
6. 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. **Unpaid tuition or unpaid fees on May 30 will place the family in the wait pool for the following school year, even if the family has re-enrolled.**

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 Name(s)
(List all students in family): _____

Father/Guardian Name (print): _____

Father/Guardian Signature: _____

Mother/Guardian Name (print): _____

Mother/Guardian Signature: _____

Date: _____



ROUND ROCK CHRISTIAN ACADEMY
Student Conduct Covenant
6th-12th Grade

Round Rock Christian Academy is a school founded and centered on God and His Word. The purpose of this covenant is to ensure that you are in agreement with who we are and what we expect from all of our students. Our fundamental expectation is that each student strives to embrace and daily live out the characteristics and virtues of Christ, through the power of the Holy Spirit.

Spiritual Life and Accountability

We strive to provide opportunities in which students can grow in their walk with Jesus Christ. Our expectation is that in order to grow, they must have a personal relationship with Jesus Christ. One way we help the students mature is through chapel services. At this time, students come together to worship the Lord and learn from His Word. We also require that students complete a Bible course each year as part of the overall general education requirements. In addition, we strongly encourage students to be involved in a local church, where they can become a part of the worship, fellowship, Bible studies, and accountability groups.

Academic Integrity

We are commanded to love God with our mind, so study and preparation are acts of worship that demand our very best. This means attending all classes and completing assignments on time, showing respect for the thoughts and feelings of other students, and extending common courtesy and respect to the teachers. Any act of academic dishonesty, including cheating or plagiarism, is unacceptable at RRCA because it violates our shared values as Christians and the fundamental search for truth common to all education. Such acts could lead to dismissal.

Social Integrity

RRCA students acknowledge that their bodies are temples of Christ, and therefore, are expected to abstain from the use of alcoholic beverages, illegal drugs (including marijuana, prescription and over the counter medications used in inappropriate ways), or tobacco in any form (both on or off campus). Students will also avoid participating in, supporting, promoting, or condoning sexual immorality (both on or off campus); or being unable to support the moral principles of the school. Body piercings and tattoos are not allowed. Students should refrain from using profane language and use good judgment when choosing dress, entertainment and the way in which time is spent (both on and off campus). Students should use technology appropriately and with good judgement, refraining from sharing inappropriate texts, pictures, and posts with individuals or on social media that are not aligned with the school's stated biblical standards. Violent, inappropriate, discriminating or degrading acts toward another person or thing will not be tolerated. Participation in such behaviors may lead to dismissal.

At RRCA, we seek to be a light in Round Rock and other communities in which our students live and travel. We believe our students will make wise choices regarding the above, whether on or off campus. By signing this covenant, students acknowledge and agree to live by these standards and those outlined in the student handbook.

Having read the above, I make a covenant to live by the expectations of Round Rock Christian Academy. Failure to sign this covenant or to abide by it will result in RRCA considering the student to be out of harmony with our fundamental principles and, therefore, may lead to dismissal.

Please print student name

Student Signature

Date

Please print parent name

Parent Signature

Date



Church Involvement Form

When children are trained by their parents and supported by their church and school, that partnership is stronger when the foundation is built upon Christ. Children are not as easily influenced by the culture when we work together to ensure that they are immersed in a biblical worldview. For this reason, it is important that the families of Round Rock Christian Academy be actively involved in the church of their choice.

Family Name			
Denomination			
We currently have a church home		<input type="checkbox"/> yes <input type="checkbox"/> no	
If you do not currently have a church home, please indicate why not			
Father/Guardian attends church		<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> never <input type="checkbox"/> N/A	
Mother/Guardian attends church		<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> never <input type="checkbox"/> N/A	
Student(s) Name	Profession of Faith?	Student(s) attends church?	Student participates in children's or youth ministry?
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> seldom <input type="checkbox"/> never	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> seldom <input type="checkbox"/> never
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> seldom <input type="checkbox"/> never	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> seldom <input type="checkbox"/> never
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> seldom <input type="checkbox"/> never	<input type="checkbox"/> regularly <input type="checkbox"/> occasionally <input type="checkbox"/> seldom <input type="checkbox"/> never
Areas in which your family serves your church home			
Name of Church			
Church Address			
Name of Pastor/church leaders who have the most direct influence on your family			