

If you are a new student, welcome to Real Life Christian Academy and our registration process. Please note that all new students must submit an application and be accepted before registering. If you are a returning student, welcome back. Please submit any changes in address, phone numbers or employment since last enrollment on ParentsWeb so we can update our records.

Read all instructions carefully and fill-out all forms completely. If you have questions, please contact the school office.

What are the steps to register my child?

1. Submit Required Forms.

- Enrollment Contract:** Read, complete and submit the Enrollment Contract. Mark all services requested. Be sure to sign in the appropriate place.
- Family Commitment of Cooperation:** Every family must submit a statement of cooperation signed by the enrolling student, both parents and/or guardian. This statement asserts agreement and support for Real Life Christian Academy policies.
- Tuition Payment Preference form:** Each family must participate in the FACTS accounting system. Families who do not pay in full must enroll in the FACTS tuition payment plan and register for incidental autopay. This form will inform us of your preference and enable us to re-enroll returning students in the FACTS payment plan.

2. Pay registration fee.

If you register on or before January 31, 2011 include a \$275 registration fee per child. After this date the registration fee is \$350 per child. This fee holds your child's place in class and is non-refundable unless your child is on a waiting list for a space in class and no space becomes available. Please do not include your materials fee at this time; you will be invoiced through FACTS.

3. Submit any optional forms.

- Real Life Christian Church active member discount** – Active members of Real Life Christian Church are eligible for a tuition discount. To receive the discount, applicants must submit the form and meet all active membership requirements. Additionally, applicants must complete the FACTS tuition aid and grant assessment online at www.factstuitionaid.com, submit the required supporting materials, and pay the application fee. If you are only applying for the church discount and not tuition aid, you need only complete the income sections of the form. Returning students must re-apply each year at registration to be eligible for this discount. Applications received and approved during the school year will be pro-rated. Once approved the aid funds will be applied directly to your account for the applicable school year.

- ❑ **Class Placement Request** – Some parents prefer to place their child with a particular teacher. We will do our best to accommodate your teacher preferences, but administration reserves the right to place children with any teacher. The request must be made in writing on the Class Placement Request Form, which is available in the school office. No placement requests will be accepted after the placement request deadline of May 15, 2011 or over the phone.

4. Submit medical forms.

New students must submit an original Florida immunization form 680 and physical form 3040 to the office by July 1st. Returning students entering kindergarten and seventh grade must submit current immunization forms and physicals. Please check with the office if you have any questions.

What are the important dates that I need to know?

All fees and tuition payments must be paid current to maintain enrollment and to hold the student's place in class. If a student is dropped from the roll because of missing a payment deadline, the student must re-register and repay the registration fee. Please note the payment benchmark dates.

Jan. 5 - Jan. 31	Early-Enrollment period (open <u>only</u> to current Real Life Christian Academy students or siblings of current students). Families enrolling during this time pay a reduced registration fee of \$275 per child and are guaranteed placement for 2011-2012.
February 1	Open enrollment begins. Regular registration fee of \$350 per child applies after this date and placement for returning students is on a space-available status.
May 15	Deadline for teacher/class placement requests. Invoice for materials fees sent.
June 1	Materials fee is due from all students to maintain enrollment (see fee schedule for your grade level). Payments after this date are subject to a \$25 late fee. Deadline for full tuition and fee payment for 2% discount.
June 20 or July 5	First FACTS payment is due to maintain enrollment.
July 20 or Aug. 5	Second FACTS payment is due to maintain enrollment.

