

**Racine Christian School - Student Registration Form**  
**2020 - 2021**

Name of Parent(s) or Guardian \_\_\_\_\_  
(Last) (First) (Initial)

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

	<u>Last</u>	<u>First</u>	<u>Initial</u>	<u>Grade Entering</u>
Student Name _____	_____	_____	_____	_____
Student Name _____	_____	_____	_____	_____
Student Name _____	_____	_____	_____	_____
Student Name _____	_____	_____	_____	_____

**Registration Fee**

A Non-refundable per family registration fee of \$125 should be included with this form (payable to Racine Christian School)

**Tuition Schedule**

(please circle one)

<u>Number of Children</u>	<u>Supporting Church Member</u>	<u>All Others</u>
1 (K-8)	\$ 5,000	\$ 5,400
2	\$ 8,750	\$ 9,450
3	\$12,500	\$13,500
4	\$13,750	\$14,750
5	\$15,000	\$16,000

**Select Form of Payment**

- Plan A : Payment in full - receive a 5% discount\*
- Plan B: 12 month payment plan (June-May)
- Plan C: 9 month payment plan (Sept-May)

\*Payment in full can be made at any time before September 1. After that date, no discounts will be allowed.

**Registration:**

Please complete and return your registration promptly. Registrations received by June 1 will be guaranteed an opening in the grades of your choice. After June 1, remaining class openings will be filled on a “first come, first served” basis. By delaying your registration, you may find that the class of your choice is already filled.

## **Tuition Payment:**

Note: Tuition assistance is available based on need. To qualify, you will register on-line with FACTS Grant & Aid assessment and provide documentation of financial need. It is important to start the financial aid process as early as possible to allow time for necessary paperwork and communication. Please contact the school office for more information.

1. All tuition payments will be processed through FACTS Tuition Management Service.
  - a) If you paid tuition last year, your personal information will automatically carry over for the new school year.
  - b) If you have not enrolled or paid tuition previously, you can find a link to FACTS on the school website.
  - c) When you open a FACTS account, you will be asked to provide a means of payment (Savings, Checking, Credit Card, etc.) from which your tuition will be subtracted each month. Keep in mind there is a 3.75% convenience fee charged for credit card payments.
2. Each month, FACTS will collect your tuition payment on either the 5<sup>th</sup> or the 20<sup>th</sup>.
  - a) If you need to cancel or re-schedule a payment, you must notify the school's treasurer or assistant treasurer at least three business days before the scheduled payment date.
  - b) If two or more consecutive payments are missed, a Board representative will contact you to agree on a plan to ensure continuing tuition payment and elimination of the overdue amount.
3. Report cards will not be issued if tuition is more than 60 days overdue. Report cards and student records will not be released until full payment is made.
4. If a tuition account is more than 60 days overdue, the child(ren) will not be allowed to return to Racine Christian School unless a payment plan has been worked out with the school.
5. Families whose current-year tuition balance is past-due will not be allowed to register for the next school year unless the outstanding amount is paid by the date of registration.
  - a) These families will be placed on the class waiting list, and will not be guaranteed a reserved spot until their past-due tuition is paid up and the registration process is completed.
  - b) If past-due tuition is not paid in full by the start of the new school year, the student(s) will not be allowed to enroll (*exceptions may be made where financial hardship exists*).
6. If a student attends for any portion of a quarter, full tuition for that quarter will be assessed. Students who withdraw from school before the 4th quarter will be entitled to a partial refund of prepaid tuition.
7. Deductions from tuition for extended or repeated illness will not be considered as long as the student continues to receive instruction (via take-home assignments), and turns in completed work.

**I acknowledge that the preceding information is accurate, and that this constitutes a legally binding agreement with Racine Christian School for the term(s) enrolled. I freely assume full responsibility for this contract, and pledge to fulfill this financial obligation according to the terms set forth in the school's tuition payment policy (see above).**

Signed: \_\_\_\_\_

(Parent / guardian)

\_\_\_\_\_  
(Date)