



WHAT YOU WILL NEED TO REGISTER

Returning Students:

1. Completed and signed **Tuition and Fee Schedule**
2. Completed and Signed **Contract of Enrollment**
3. Completed and Signed **Withdrawal Policy**
4. Completed **Authorization for Automatic Draft** with voided check attached
5. Completed signature page of the **Parent-Student Handbook** (Complete 2019-2020 Handbook is available for download on our website.)
6. \$150 Re-enrollment Fee

***Please notify the CCS office of any changes in personal information. Thank you.

TUITION AND FEE SCHEDULE 2019-2020

REGISTRATION FEE: A nonrefundable fee of \$150 is due with application.

TUITION DEPOSIT: This nonrefundable deposit reserves your child's place in class. **For all current students, the \$500 deposit is due on June 1, 2019. New students will be invoiced for \$500 after the child's application for admission has been accepted. Payment will be due upon receipt of this invoice if acceptance was issued after June 1, 2019.**

ACADEMIC RESOURCE FEE: \$325 due by July 1, 2019 or upon enrollment if after July 1, 2019

TECHNOLOGY FEE: \$140 due by July 1, 2019 or upon enrollment if after July 1, 2019 (**Students in grades 7-12 are required to bring their own device. See Technology Responsible Use Policy in CCS Handbook.*)

DEVELOPMENT FEE: \$500 due by July 1, 2019 or upon enrollment if after July 1, 2019

ACTIVITY FEE: \$125 due by July 1, 2019 or upon enrollment if after July 1, 2019

CCS is pleased to offer a flexible pre-payment plan for fees. Please see or email our Business Manager, Georgie Stimson, for details.

*****ANNUAL TUITION OF \$6,995 (STANDARD) OR \$15,500 (ASD) IS DUE AND PAYABLE AUGUST 1, 2019.*****

Please initial the payment option of your choice:

Standard Tuition	Yearly	Amount Due After Deposit	Due Date(s)
_____ Option 1: Year Pre-Payment Discount	\$6,875	\$6,375 (one payment)	August 1 st
_____ Option 2: Semester Pre-Payment Discount	\$6,935	\$3,217.50 (two payments)	August 1 st & January 1 st
_____ Option 3: Ten Monthly Payments (Aug.-May)	\$6,995	\$649.50 (ten payments)	1 st or 15 th of each month

Autism Spectrum Disorder Program Tuition	Yearly	Amount Due After Deposit	Due Date(s)
_____ Option 1: Year Pre-Payment Discount	\$15,280	\$14,780 (one payment)	August 1 st
_____ Option 2: Semester Pre-Payment Discount	\$15,390	\$7,445 (two payments)	August 1 st & January 1 st
_____ Option 3: Ten Monthly Payments (Aug.-May)	\$15,500	\$1,500 (ten payments)	1 st or 15 th of each month

_____ Second Child: 10% Discount _____ Third Child: 5% Discount

If my student is withdrawn after April 1, 2019, I understand that I will be financially responsible for tuition for the entire 2019-2020 school year.

Name of Student _____

Grade: _____

Parent Signature: _____

Date: _____

CONTRACT OF ENROLLMENT

As the parent or guardian of a Clarksville Christian School student, and by signing the Parent-Student Handbook, I acknowledge and agree that I have full authority to enter into this Contract of Enrollment with Clarksville Christian School, Inc. In consideration of Clarksville Christian School accepting my child for enrollment and other good and valuable consideration, I agree to abide by the terms and conditions of the Contract of Enrollment as set forth herein. I further agree to abide by any and all rules and regulations of Clarksville Christian School.

By signing this Contract of Enrollment, I further acknowledge and agree that, after April 1, 2019, I shall be financially responsible for the payment of tuition and any and all other school-related fees associated with said student for the entire 2019-2020 school year. No fees or deposits are refundable or prorated. I further agree that should I default in the payment of any fees due Clarksville Christian School, I shall be responsible for any and all expenses incurred by Clarksville Christian School associated with enforcing this Contract of Enrollment, including but not limited to court costs, discretionary costs and reasonable attorney fees. I further understand and acknowledge that should I default in the payment of any fees due Clarksville Christian School, my default shall result in the immediate termination of said student's enrollment. (*See Tuition Schedule)

Student Name

Grade

Parent/Guardian Signature

Date

WITHDRAWAL POLICY

The Contract of Enrollment is a commitment for the entire 2019-2020 school year. Parents should notify the school as soon as they know that their child(ren) will be withdrawing. A “Withdrawal Clearance Form” must be completed stating the date of withdrawal, the reason for withdrawal, and all books (both classroom and library) have been returned. Immediately upon withdrawal from CCS, 100% of tuition, cafeteria, and any other fees on account are due before records will be released. Please set up an appointment with the bookkeeper to make arrangements.

Clarksville Christian School’s withdrawal policy is as follows: If a student withdraws after April 1, 2019, the parent (or guardian) will be financially responsible for the payment of tuition and any and all other school-related fees associated with said student for the entire 2019-2020 school year. No fees or deposits are refundable or prorated. (Exception to the policy for tuition may be made for military families upon our receipt of official orders to move.)

If a student’s family has a non-military job change that requires them to move their primary residence out of the greater Clarksville area, they will owe only the remaining balance of their current semester tuition, as well as any unpaid fees.

Both the parent and the principal must sign the “Withdrawal Clearance Form.” Transcripts will be sent to the new school upon request by that school. No academic credit can be given until the withdrawal process is complete. **No copies of files will be given to the parent, new school, etc. until the account is paid in full.** CCS will complete the records request from the new school and then seal the record once student has been withdrawn and paid in full. **A telephone call 48 hours in advance regarding withdrawal of a student will enable the office to have the form ready for signatures and will avoid delays in completing the process.**

Withdrawal Process:

1. Formal Request (*48 Hours’ Notice Required)
2. Withdrawal Paperwork Completed by the Guidance Counselor (all textbooks, fees cleared, current grades from the teachers, and signature of principal and the parent)
3. All fees and tuition are to be paid in full before records will be released.

Student Name

Grade

Parent/Guardian Signature

Date

AUTHORIZATION FOR DIRECT DRAFT (ACH DEBITS)

I hereby authorize Clarksville Christian School, Inc. to initiate debits on my bank account listed below for the purpose of collecting payments due. I understand that in any month I anticipate cash flow problems, I must contact the administration of the school at least three days prior to my draft date to make other arrangements. Further, I understand that for any month my payment is returned for insufficient funds, I will be required to submit to the school office the tuition payment plus an additional \$25 Returned ACH fee.

School Year: 2019-2020

Financial Institution: _____

Type of Account: _____ Checking _____ Savings

Day of Month: _____ 1st _____ 15th

This authority is to remain in full force until Clarksville Christian School, Inc. has received written notification from me of its termination in such timely manner as to afford Clarksville Christian School and the financial institution listed above a reasonable opportunity to act on it.

Name: _____ (As shown on account)

Address: _____

Student(s) Name: _____

Parent Signature: _____ Date: _____

Please attach a voided check with this authorization **or** initial below.

_____ Please continue using my account information on file (current accounts only).

Acknowledgement of Receipt and Agreement to Adhere to 2019-2020 Parent-Student Handbook

I _____ hereby acknowledge that I have received, read, and reviewed the policies in the Parent-Student Handbook, and do agree to adhere to all policies and regulations stipulated within. I understand that policies are interpreted and enforced by the school administration. Any questions or concerns about policies should be expressed to the administration, but will not exempt me from adherence to them. I further understand that any aspect of this handbook can be modified, amended, or otherwise edited by school administration with or without prior notice. I understand when substantive changes are made, the school will strive to communicate those changes when and where appropriate.

Student Signature _____

Date _____

Parent Signature _____

Date _____