



**BRITISH COLUMBIA CHRISTIAN ACADEMY  
LOCAL STUDENT RE-REGISTRATION 2016-2017**

**Re-registration Deadline: January 15, 2016**

**To: Parents and Students**

Each year students are reviewed to determine their eligibility for re-enrolment. After reviewing your child's progress, we are pleased to offer you placement at British Columbia Christian Academy for the 2016-2017 school year.

- ◆ Indicate your **acceptance or non-acceptance** of a placement for the 2016-2017 school year (below).
- ◆ Parents/Guardians to read and sign parental/guardian commitment (below) .
- ◆ Students (grades K - 12), read and discuss student commitment with parent (below).

**Parent/Guardian Commitment:**

- ◆ **I/We agree** to support the policies of the school and acknowledge that my/our child's education will be in harmony with these policies and subject to the authority invested in the classroom teacher and the administration.
- ◆ **I/WE agree that if we withdraw our child(ren) from BCCA, two months written notice must be given to BCCA. In lieu of notice, a one month tuition payment is due and payable to the school.**

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_

**Please enter Students Re-registering or not Re-registering for 2016-2017:**

**Student Commitment:** I understand that attendance at British Columbia Christian Academy is a privilege and not a right. I will forfeit this privilege if I do not conform to the standards and ideals of work and life of the school. The school may insist on my withdrawal at any time that in the opinion of the school, my behavior does not conform to the spirit of British Columbia Christian Academy.

**Parent / Guardian Signature:**

*(Parent / Guardian by signing this you are indicating that you have discussed this with your child and are in agreement)*

Student Name: \_\_\_\_\_ Grade entering \_\_\_\_\_ Signature \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade entering \_\_\_\_\_ Signature \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade entering \_\_\_\_\_ Signature \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade entering \_\_\_\_\_ Signature \_\_\_\_\_

Other Siblings Name: \_\_\_\_\_ Age \_\_\_\_\_

Other Siblings Name: \_\_\_\_\_ Age \_\_\_\_\_

YES, I/We wish to re-register and a non-refundable deposit is included. (the deposit of \$250.00 is non-refundable and can only be applied to next school year's monthly tuition).

No, I/We do not wish to re-register for 2016-2017.

**Payment Options Plan**

**I wish to pay:**

A lump sum (Please submit post dated cheque)

10 Month instalments (Beginning September 1, 2016)

12 month Instalments (Beginning July 1, 2016)

**Please complete EFT form for monthly payments**

Re-registration deposit of \$ 250.00 (if paid by January 15, 2016)

Re-registration deposit of \$ 250.00 + \$ 150.00 Registration Fee (if paid after January 15, 2016)

**IF APPLICATION IS NOT COMPLETE OR WITHOUT DEPOSIT, IT WILL BE RETURNED!**



## BRITISH COLUMBIA CHRISTIAN ACADEMY LOCAL STUDENT RE-REGISTRATION 2016-2017

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### POLICIES RELATING TO TUITION & FEE PAYMENTS

Standard tuition rates apply to all students admitted to the school. The following policies apply unless arrangements have been made with the business office.

1. In making this application, I/we understand and agree with the purpose of British Columbia Christian Academy (BCCA) as set out in the handbook, and acknowledge that I am re-enrolling my child because of my earnest desire that he/she receives a Christ-centred education.
2. I/We understand that all tuition payments and fees are due at the beginning of each school year. If payments for tuition are made monthly, it is due on the first of the month. A late fee of \$50 will be assessed on any tuition payments received after the tenth of the month.
3. I/We understand that monthly tuition payments, will be paid by EFT (Electronic Funds Transfer) and the tuition amount will be automatically deducted from my/our bank account on the first of each month.
4. I/We understand that any dishonored (returned) payment must be paid promptly with a service charge of \$45 and any late fees, if applicable.
5. I/We understand that if my/our account is in arrears greater than 90 days, the matter will be reviewed by the Tuition Committee and/or the BCCA board which may result in your child(ren) from being permitted to continue attending BCCA until suitable payment arrangements are made.
6. I/We understand when a student voluntarily withdraws from the school for any reason, two months *written* notice must be given. In lieu of notice, a one-month tuition payment is due and payable to the school. Any student activity fees and re-registration deposit is considered non-refundable.
7. I/We understand that a non-refundable deposit of \$250 is payable by the re-registration deadline which confirms the student(s) enrolment into the next school year. The deposit will be divided equally and applied towards each monthly tuition for the upcoming academic year.
8. I/We understand that a registration fee of \$150 will be payable, if the re-registration form and deposit of \$250 is submitted after the deadline.
9. I/We understand that if we have any tuition fees and/or any other fees still outstanding as of June 30<sup>th</sup> of the school year, my/our family may be placed on the waiting list of the school regardless of whether I/we have re-registered for the next school year.
10. I/We understand that report cards/transcripts and/or yearbook of students owing tuition at the end of the school year may be held back until all fees are paid. In addition, no senior student will be permitted to attend graduation exercises or receive a diploma unless the family's tuition payments are up to date.
11. I/We understand that continued failure to meet the above stated obligations or agreements with the Business Administrator ON TIME will result in Board action to consider refusal of enrollment for subsequent years.
12. I/We understand when a student is expelled or withdrawn at the recommendation of the school; tuition for the full month will be due up to and including the month of expulsion or withdrawal.
13. I/We understand that all unpaid tuition accounts from past years are still due to British Columbia Christian Academy, and failure to pay any fees by the due date may result in late fees and/or other penalties, including collection and legal fees.
14. I/We understand that students must return their textbooks in satisfactory conditions to the appropriate teachers. Replacements for any lost or damaged books will be billed to the students and the textbook cheque will be deposited and applied accordingly.

I/We the undersigned solemnly declare that we have read and understood the policies and conditions relating to tuition and fee payments as described above. By signing below, I/we accept full responsibility for the payment of all tuition and student fees.

\_\_\_\_\_  
Father/Guardian Signature/Date

\_\_\_\_\_  
Mother/Guardian Signature/Date

**For Office:**

Copy to Office

Date: \_\_\_\_\_