



**RRCA REGISTRATION FORM**  
2022-23 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 and spaces are not reserved until the Registration Form, Enrollment Contract, Tuition Collection Policy, and Fees have all been submitted to the Business Office.**

**PreKindergarten Enrollment**

Name of Student <i>PreKindergarten (age 4 by 9/1/22)</i>	<input checked="" type="checkbox"/>	CLASS	DAYS OF WEEK	T-SHIRT SIZE (Circle one for each student)
	<input type="checkbox"/>	PreKindergarten 4s	Monday-Friday	YXS   YS   YM YL   YXL

**Kindergarten – 12<sup>th</sup> Grade Enrollment**

STUDENT NAME	GRADE (Fall 2022)	T-SHIRT SIZE (circle one for each student)
1.		YXS   YS   YM   YL   YXL AS AM   AL   AXL   AXXL
2.		YXS   YS   YM   YL   YXL AS AM   AL   AXL   AXXL
3.		YXS   YS   YM   YL   YXL AS AM   AL   AXL   AXXL
4.		YXS   YS   YM   YL   YXL AS AM   AL   AXL   AXXL
5.		YXS   YS   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	EXT'D CARE TIME	FEE
	<input type="checkbox"/>	PK	2:00 pm-3:25 pm	\$200/month
	<input type="checkbox"/>	PK	2:00 pm-6:00 pm	\$375/month
	<input type="checkbox"/>	K – 5 <sup>th</sup>	3:25 pm-6:00 pm	\$275/month
	<input type="checkbox"/>	6 <sup>th</sup> & Up	4:00 pm-6:00 pm	\$150/ month



## RRCA ENROLLMENT CONTRACT

2022-23 School Year

RRCA agrees to enroll the following child(ren) for the 2022-23 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 as specified below.

Name of Student(s)	Grade Level Fall 2022	Reg. Fee Amount	<b>PLAN A</b> <u>One Pymt</u> Due July 1	<b>PLAN B</b> <u>10 monthly pymts. due</u> first of month, July to April	<b>PLAN C</b> <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 current 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. Credit/debit auto drafts will be processed on the first of each month and bank drafts will be processed on the 7<sup>th</sup> of the month. I understand that a **late pay fee of \$35.00** will be assessed when tuition is not received by the 7<sup>th</sup> 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 or guardians in writing, prior to July 1. **The Registration Fee and/or New Student Fee are non-refundable.** If enrollment is cancelled after July 1, the parents or guardians financially responsible for the student are obligated to pay a full month's tuition from the withdraw date in addition to a \$250 tuition insurance fee (**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 Registration Form, Enrollment Contract, Tuition Collection Policy, and the enrollment fees must be received by RRCA. This contract shall be interpreted in accordance with the laws of the State of Texas. My/Our signature(s) below affirms that I/We have read, understand and accept the terms and conditions of this contract.

**Signatures of Parents or Guardians Financially Responsible for Student:**

Date signed: \_\_\_\_\_ Print Parent Name: \_\_\_\_\_

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

<b>Office Use Only:</b>	Ck # _____	Cash _____	CC _____	Amt _____	Date Rcvd _____	Initials _____
	<input type="checkbox"/> RenWeb	<input type="checkbox"/> Fees	<input type="checkbox"/> QuickBooks	<input type="checkbox"/> New Student(s)	<input type="checkbox"/> Returning Student(s)	



## ROUND ROCK CHRISTIAN ACADEMY

### Tuition Collection Policy

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Round Rock Christian Academy seeks to provide quality education at a minimum cost. The payment of tuition is based on a contract between the parent 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 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.)
5. 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.

### 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 (print): \_\_\_\_\_

RRCA Student Name (print): \_\_\_\_\_

RRCA Student Name (print): \_\_\_\_\_

Parent's Last Name (print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

