

# New Creation Christian Academy

## Application Form 2011 – 2012

Student's Legal Name \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student's Home Address: \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Student E-mail Address: \_\_\_\_\_

Do you have any siblings at NCCA? No Yes Name(s): \_\_\_\_\_

Student lives with Both Parents Father Mother Other \_\_\_\_\_

If parents are separated or divorced, is the non-custodial parent to receive a copy of grade report? \_\_\_\_\_

Are there any restrictions on the non-custodial parent? \_\_\_\_\_ If yes, explain and include a copy of court papers.: \_\_\_\_\_

Grade entering: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Last School Attended: \_\_\_\_\_

School Address \_\_\_\_\_

Was the student allowed to re-enroll in the previous school? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Did the student fail any classes the previous year? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

If registering mid-year, is the student currently failing any classes? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

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Has the student ever repeated a grade? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Has the student ever skipped a grade? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Has the student ever been homeschooled? \_\_\_\_\_ If yes, what grades? \_\_\_\_\_

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Does the student have any learning difficulties? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Has the student ever been professionally tested for one of the following: ADD/ADHD, SLD, Hearing, Vision, Speech or any other? \_\_\_\_\_ If yes, discuss the results and include a copy of the report. \_\_\_\_\_

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Has the student ever been arrested? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Has the student ever been suspended from school? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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Has the student had a behavioral problem? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

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What secluded, quiet place is provided to your student at home for study? \_\_\_\_\_

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**Father or Guardian:**

Full legal Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Title: \_\_\_\_\_

What church is the father a member of? \_\_\_\_\_

Address if different from student's: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Father's E-mail: \_\_\_\_\_

College attended: \_\_\_\_\_

College degree achieved: \_\_\_\_\_

**Mother or Guardian:**

Full legal Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Title: \_\_\_\_\_

What church is the mother a member of? \_\_\_\_\_

Address if different from student's: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Mother's E-mail: \_\_\_\_\_

College attended: \_\_\_\_\_

College degree achieved: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**Emergency Contacts: Please list two other than parents:**

Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to student \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of person(s) responsible for student's tuition: \_\_\_\_\_

Relationship to student \_\_\_\_\_

I certify that the above information is true and accurate. I understand that if it comes to the NCCA administration's attention that I have falsely represented the facts on this application this student will be dismissed from NCCA and fees will not be refunded.

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

**Tuition Scholarship Fund**

Each year we have a family (or families) who find themselves in a restricted financial position and requests financial help from NCCA. It is our desire to provide help by way of a 'Tuition Scholarship Fund' for such situations. If you would like to donate money to this fund please make your checks payable to New Creation Christian Academy and indicate on the check for 'Tuition Scholarship Fund'. All donations are tax deductible and will be greatly appreciated.

# NCCA Parent/School Financial Contract 2011/2012

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

## Name of Parent(s) or Legal Guardian(s): Parties Financially Responsible for Student

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Billing Address \_\_\_\_\_ City, ST, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please read the following thoroughly.**

### SCHOOL TUITION:

New Creation Christian Academy strives to keep our tuition rates low. The school does not receive governmental assistance and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of New Creation Christian Academy. All financial transactions are to be handled directly with the Business Office.

- 1. Monthly Payment Plan:** The first monthly tuition payment is due by the end of July at the mandatory Parent's Meeting. **All subsequent payments are due on the first of the month. After the 10<sup>th</sup> of each month a late fee of \$25.00 will be added to each student's bill and must be paid with the next payment.**
- 2. Annual Payment Plan:** A discount will be given for tuition if payment is made in full by the end of July at the mandatory Parent's Meeting.

### WITHDRAWALS:

**If it becomes necessary for parents to withdraw a student, tuition is due through the end of the semester. In addition, a withdrawal fee of \$250.00 will be due at the time of withdrawal. Student's records will not be released until the check has cleared the bank. \_\_\_\_\_ Initials**

### ADDITIONAL FEES:

Additional fees may be charged for field trips, sports, athletic items, uniforms, classroom materials and Helps classes. These fees could be charged on your monthly statement, or you can pay when the activity occurs.

### ACTION ON LATE ACCOUNT:

It is imperative that you contact the business office if a tuition payment cannot be made on time. By the end of the 1<sup>st</sup> Semester if you are more than two months behind in tuition payments the student will no longer be permitted to attend class at NCCA until the account is brought up to date. If a student is withdrawn from NCCA with an outstanding debt to the school, the student's records will not be released until all debts are paid in full.

**RESPONSIBILITY FOR STUDENT RECORDS AND REPORTS:**

NCCA assumes the responsibility for making available only one (1) copy of any student's records, such as report cards, birth certificates, immunization records and social security cards. In the case of dual or shared custody of a child, the parents must decide at the time of registration who will receive the school copy of the student's reports. It is then up to that parent to provide copies of these reports to the other parent, when necessary. All reports are sent home with the student, with the exception of the final report card, which is mailed. Students will not be allowed to receive report cards, participate in athletic events, begin another semester's work, transfer permanent records (including transcripts) or receive a diploma until ALL accounts with the school are paid in full.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Father/Guardian Financially Responsible for Student

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Mother/Guardian Financially Responsible for Student

The above signature was performed in my presence.

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_ My commission expires \_\_\_\_\_

## ADMISSIONS AGREEMENT

NCCA is a college preparatory, non-traditional school. The format is much more like a university; therefore parents and students understand that more responsibility is put on the student to be on time to classes, to turn in work as assigned, and to not skip classes. Because most classes only meet once a week teachers are not able to determine if your student is skipping school or just absent. If your student does not do the work that is assigned to them for one class, it is like they have failed to do a whole week's worth of work. NCCA expects teachers to notify parents if the student is having academic problems, however usually the student will know before anyone else. Therefore, NCCA expects students to ask for help when they need it, be diligent in their assigned studies and be honest with their parents about what is expected. It is because of this fast-paced, advanced level of learning that students who transfer to NCCA may not be admitted to classes. We also expect that students will conduct themselves in a Godly manner while at school or any other NCCA function.

I understand and agree that:

1. The matriculation fee is non-refundable.
2. I am responsible for the total amount of tuition. If I withdraw my student, I will be responsible for tuition until the end of the semester.
3. I have 30 days to present NCCA with withdrawal forms and transcripts from the student's previous school. Failure to do so will result in the student being expelled from the program.
4. Any false statement or misrepresentation of the student's academic and/or conduct record will result in the student being expelled from the program.
5. New students are on a 60 day probation period.
6. I will be responsible for and punctual in making tuition payments. A late fee of \$25.00 will be added for payments not received in the office by the 10<sup>th</sup> of the month. Check or credit card payments can be made through RenWeb.
7. If my account becomes 2 months overdue, my child will be suspended from all NCCA classes and activities until which time I get my account current.
8. There must be **NO OUTSTANDING BALANCE** on your account for report cards and transcripts to be issued, or for students to be withdrawn.
9. Early withdrawals during the school year will be charged a fee of \$250.00 payable at time of withdrawal.
10. I will comply with all the rules and regulations that NCCA has set forth in the Student Handbook.
11. I will be respectful of the teachers and administration.
12. NCCA reserves the right to expel any student whose parents or guardians fail to cooperate with administration.
13. **NCCA has a no-tolerance policy for student misconduct and failure to meet academic standards. Students that continue to violate the conduct policies or fail to meet academic expectations of NCCA may be dismissed from their class or from the entire program at the discretion of the administration.**
14. Attendance to scheduled classes is mandatory. I will contact the school office if my student is to be absent for any reason.
15. The student will be responsible for contacting all of his/her teachers in order to obtain their homework assignments for the day(s) missed.
16. Students are not allowed to turn in work after a grading period has ended. Late work during the grading period is penalized.
17. I will pick up my student on time.
18. I will not drop off my student at NCCA unless there is a scheduled class or testing.
19. Students may stay on campus between classes as long as their behavior is not disruptive.
20. **NCCA administration is not responsible for monitoring students leaving campus. It is the parent's responsibility to set the limits with their student about leaving the campus.**
21. Alternative Dispute Resolution  
**Any claim or dispute arising from or related to this agreement, the attendance of the Student at NCCA, or the Student's participation in activities involving NCCA, shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute of Christian Conciliation, a division of Peacemaker Industries (complete text of the rules available at [www.HisPeace.org](http://www.HisPeace.org)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim involving NCCA, and they expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision/award.**

22. Attorney's Fees

Whenever any sums due hereunder are collected by law, or by and through an attorney at law, the prevailing party shall be entitled to recover reasonable attorney's fees, plus costs and expenses of collection. In addition, if NCCA pursues an action at law or in equity, including an action for declaratory relief, to enforce the arbitration clause contained herein, NCCA will be entitled to recover reasonable attorney's fees in addition to any other relief to which it may be entitled. The attorney's fees may be set by the court in the same action or in a separate action brought for that purpose.

23. Choice of law.

This agreement will be governed by and construed in accordance with the laws of the State of Georgia.

24. Media Release

I hereby grant New Creation Christian Academy the right to photograph, videotape or otherwise digitally collect my likeness, voice and sounds (as "Works") during my presence at NCCA and NCCA sponsored events and assign and grant all rights in these Works to NCCA. This gives NCCA the right to use or sublicense these Works and my name, likeness and biography, in NCCA's discretion, in all media, for the promotion of NCCA and its mission and program. I also acknowledge that NCCA events are semi-public events that may be attended by members of the press, business corporations and media ("commercial guests") not under the control of NCCA who might photograph or videotape the event. As a matter of practice, NCCA asks commercial guests to comply with the NCCA policy of not printing a minor's name with his/her picture, and NCCA asks them not to use images of Participants or attendees for commercial purposes without obtaining specific written permission from the person or a minor's parent or guardian.

I have read the above Admissions Agreement and agree to support NCCA by requiring my student(s) to obey all NCCA policies, requirements and rules as now and hereafter in effect.

Date: \_\_\_\_\_ Mother's (or guardian's) signature: \_\_\_\_\_

Date: \_\_\_\_\_ Father's signature: \_\_\_\_\_

**Student Agreement:**

I understand that I must agreeably abide by all policies, requirements and rules set forth by NCCA as now and hereafter in effect.

Date: \_\_\_\_\_ Student's signature: \_\_\_\_\_



# NEW CREATION CHRISTIAN ACADEMY MEDICAL RELEASE FORM

Participant's Name: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

DOES THE STUDENT HAVE ANY MEDICAL CONDITIONS THAT WOULD PROHIBIT FULL PARTICIPATION IN THE COURSES OR ATHLETIC PROGRAM THAT THE STUDENT IS ENROLLED IN? \_\_\_\_\_ IF YES, EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Phone Number of Student's Physician:

\_\_\_\_\_  
\_\_\_\_\_

The information provided by me in this release form is, to the best of my knowledge, accurate and true. As indicated by my signature below, I authorize NCCA personnel to consent to any emergency treatment of my minor child,

\_\_\_\_\_, which shall in my absence be deemed necessary. This shall include examination, anesthesia, medical diagnosis, surgery or treatment and/or hospital care of the minor child under the general or special supervision and upon the advice of a physician or surgeon licensed to practice medicine in the United States of America. I acknowledge that I will be responsible for any cost incurred by this treatment. I understand that New Creation Christian Academy does not provide health insurance to participants. This authorization shall be valid during the \_\_\_\_\_ school year only.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

The above signature was performed in my presence.

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_ My commission expires \_\_\_\_\_

## New Creation Christian Academy 2011/2012 Fees

**Matriculation:**        **\$250** per returning NCCA student – **NON-REFUNDABLE** (If registered by May 1, 2011)  
**\$325** per new student – **NON-REFUNDABLE** (Also applies to returning students if registered after May 1, 2011.)

<b>Courses:</b>	<b>Annual Fee</b>	<b>Monthly Payment</b>
One, Two or Three Courses	<b>\$900</b> /per academic course	<b>\$95</b> /per academic course
Full Time High School (4 or more classes)	<b>\$3550*</b>	<b>\$380</b> per month
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Academy	<b>\$3150*</b>	<b>\$340</b> per month

Full time includes **all** academic, elective credits and accreditation up to six (6) classes/credits. Additional classes will be charged as above. **Full time fees include one ITBS Test per year, Science lab fee and Yearbook.**

\*Must be paid in full by the end of July at the Mandatory Parent’s Meeting to receive discount.

<b>Accreditation expenses:</b>	<b>\$300</b> per year with classes*	<b>\$35</b> per month
	<b>\$400</b> per year without classes	<b>\$45</b> per month

For high school students enrolling from a non-accredited school there will be a per year fee attached. **Example:** A student is entering the 11<sup>th</sup> grade from a non-accredited program, you will be required to pay accreditation fees for the 9<sup>th</sup> and 10<sup>th</sup> grade year.

**Additional Costs:**

NCCA Sweatshirt or Hoodie - **\$30** (required for classes)

NCCA Shirt - **\$20**(required for classes)

High School – Any consumable workbook or paperback must be purchased.

Calculators (for all Math classes) - **\$15**

**AT Math – All AT Math classes will have an additional one-time \$100 fee added due to smaller class size and adjusted teaching.**

**Late fees of \$25.00 will be added for payments not received in the office by the 10<sup>th</sup> of the month. Check or credit card payments can be made through RenWeb.**

**Early withdrawals during the current school year will be charged a fee of \$250, payable at time of withdrawal.**

## STUDENT REGISTRATION CHECKLIST

Your registration is NOT complete until all the following forms are complete and returned with your registration.

Student Application \_\_\_\_\_  
Financial Contract \_\_\_\_\_ (Signed by parent(s) and notarized)  
Admissions Agreement \_\_\_\_\_ (Signed by parent and student)  
Registration Form \_\_\_\_\_  
Immunization Record (GA Form 3231) \_\_\_\_\_ \*\*  
Birth Certificate \_\_\_\_\_ \*\*  
Copy of Social Security Card \_\_\_\_\_ \*\*  
Medical Release Form \_\_\_\_\_ (Signed by parent and notarized)  
Copy of Medical Insurance Card \_\_\_\_\_

**\*\*NOTE: If you are re-enrolling your student, the following items will NOT have to be supplied:  
Birth Certificate, Social Security Card, Immunization Record (if up to date).**