



CAPITAL
CHRISTIAN
SCHOOL

Returning Student
Enrollment for 2011-2012
KG – 8th Grades



Dear Parents,

Thank you for considering enrolling your student with Capital Christian School again.

Included in this packet you will find:

- Application
- Rates and Fees
- SMART Tuition Application
- Extra Care Registration
- Emergency & Health Information
- Financial Information & Commitment Form

We are pleased to present you with a discounted registration fee. To better serve our school parents we are reducing the registration fee and cycling the remainder of what was previously collected into monthly tuition payments. Attached you will find a break-out of these fees.

New this year we are introducing Parent Support Credits which uses the gifts and talents of parents to partner with Capital Christian School. Parents will be required to fulfill credits throughout the school year which will provide parents with the opportunity to be more involved in their child's education. A complete summary of this new program will be available at our Parent Orientation meeting in the fall.

Please return all of the above paperwork to the Capital Christian School office. Your registration fees for 2011-2012 will be added to your 2010-2011 SMART Tuition account once your paperwork has been submitted.

I look forward to partnering with you for your child's success.

Sincerely,

Donald J. Libby
CCS Administrator



CAPITAL
CHRISTIAN
SCHOOL

**Capital Christian School
Rates and Fees for 2011-2012
Kindergarten through 8th Grade**

<u>Registration Fee</u>	<u>Yearly</u>	<u>10 Monthly Installments</u>
\$200 per student	\$3,600.00 per student	\$360.00 per month
Sibling Discount:	\$2,700.00	\$270.00 per month

Registration Fee

New Students: a non refundable \$50 testing fee (which is applied to the \$250.00 non-refundable registration fee) is to accompany enrollment forms. The remainder of the registration fee (\$200.00) is due after testing to hold the student's spot for the fall.

Returning Students: a non-refundable registration fee of \$200, per student and Returning Student paperwork is due at the time of registration. This fee and paper work will hold your student's spot for the fall.

Tuition Options

Option One: Payment in full by June 20, 2011 payable to the CCS Office. A \$100 discount is given, per family.

Option Two: 10 month installments beginning in August and ending in May . All fees will be collected through SMART Tuition.



Returning Student Registration Form 2011-2012

1600 Snyder Avenue, Carson City, NV 89701
775/883.3009 FAX 775/883.3012

Student's name _____ Grade fall 2011 _____

Student's name _____ Grade fall 2011 _____

Student's name _____ Grade fall 2011 _____

Total number of students enrolled from this family for 2011-2012 _____

Mother's name _____
(Stepmother/Guardian)

Address _____

Phone _____ Cell _____ Work _____

Father's name _____
(Stepfather/Guardian)

Address _____

Phone _____ Cell _____ Work _____

_____ Please continue my current payment method with SMART
Initial here

_____ I will pay my student's tuition in full by June 20, 2011
Initial here

Email address for person financially responsible for account:

Registration Fee: \$200.00 per student paid to SMART
Fees are non-refundable

Parent Signature: _____ **Date:** _____

By signing you agree to the terms and conditions of CCS, its Handbook and SMART Tuition policies.

Office Use Only:

CCS received: _____

Accounting received: _____

SMART Registration: _____

SMART Tuition: _____

Extra-Care Program Registration

Hours: 7am-8:15am & 3:15-5:30pm
For student ages 4 years old to 8th grade

Student Name _____ Grade/Session _____

Nickname _____ M F Birth date _____

Student Name _____ Grade/Session _____

Nickname _____ M F Birth date _____

Parent/Guardian Name

Mailing Address

Email Address

Home Phone _____ Wk _____ Cell _____

Parent/Guardian Signature _____

Check the fee schedule which best meets your needs:

Monthly Extra-Care \$ 129.50 (10 payments paid to SMART)

Hourly Extra-Care \$ 3.50 per hour

I will pay my student's Extra Care fee in full of \$1,295.00 by June 20, 2011.

All Extra-Care monthly and hourly fees are billed through SMART Tuition; please note if tuition has been paid in full a \$43 annual set up fee will be assessed by SMART Tuition to set up an account for your Extra-Care payments.

Registration Fee: \$20.00 per student paid to SMART Tuition.

Office Use Only:

CCS received: _____ Accounting received: _____ SMART Registration: _____ SMART Tuition: _____

FINANCIAL INFORMATION & COMMITMENT FORM 2011-2012

Student Name(s): _____

Family/Person(s) responsible for paying account:

1. Name _____ Relationship to student: _____

Address _____
Street City St. Zip

SS# _____ Phone # _____ Wk # _____ Cell # _____

Employer _____ Occupation _____

Address _____
Street City St. Zip

2. Name _____ Relationship to student: _____

Address _____
Street City St. Zip

SS# _____ Phone # _____ Wk # _____ Cell # _____

Employer _____ Occupation _____

Address _____
Street City St. Zip

Policy and Procedures for Tuition Collection

1. Tuition may be paid in full prior to June 20th, if you do not wish to make monthly payments.
2. If you use the standard ten (10) month billing plan – Payments one through ten are due on the 20th of every month (August 20 – May 20) to Smart Tuition Services, (888) 868.8828 or www.parents.smarttuition.com.
3. Accounts will be considered past due if unpaid after the 20th of the month and are subject to late fees. All returned items to Capital Christian School will be subject to a \$25 fee. Please refer to Smart Tuition Enrollment form for the schedule of their late and return item fees.
4. Accounts past due on the 20th of each month will receive a notification from SMART Tuition asking for payment. Accounts still past due on the 30th of each month will receive a notification asking for payment, late fee assessment and warning of consequences. (Refer to the CCS Policy Manual.) Accounts 2 months past due will result in the student's dismissal from school. Accounts 3 months past due will be turned over to the Capital Christian Center Finance Committee for collections.

We have discussed and received acceptable answers to any questions regarding the financial policies of Capital Christian School. We understand and accept the financial responsibility incurred relative to this registration, and have committed ourselves to budget sufficient money to maintain a current account at all times. We the undersigned, understand and will fulfill our financial obligation to pay for the educational services that Capital Christian School is providing for our children in a timely manner.

Signature * _____ Date _____

Signature * _____ Date _____

*All parties responsible for the account must sign.