

NCS Site Class Registration Form 2017 – 2018

Class Name	Student	Registration		Tuition		Method: Cash, Check, PayPal, CC
		\$	Date	\$	Date	

Totals: _____

Student Info:

Student Name: _____ Grade: _____ Folder Name: _____

Parent Email: _____

Student Email: _____

Parent Home Phone #: _____

Parent Cell Phone #: _____

Student Cell Phone #: _____

Please note that the instructor of the class(es) for which your student is enrolling will receive a copy of this form. Registration Fees are due when this form is submitted. Tuition is due as listed in the class descriptions. For those listing only semester tuitions, please see our accounts people to make arrangements for payments, if you desire.

Please fill out both pages of this form.

Policy Form for Student and Parent to Sign

For Student to Sign:

I understand that I am expected to attend class on time, with all materials requested by the instructor and at least bring a notebook with paper as well as a pencil or pen. I understand that all assignments must be submitted on time. I understand that late assignments will be docked points for being late at the discretion of the instructor. I understand that I am required to attend all field trips and behave in an appropriate manner on such trips.

I understand that I need to notify the instructor **at least two weeks before any planned absence** and that it is up to the instructor whether to excuse such an absence. I will contact the instructor as soon as possible about any unplanned absences and know it is the instructor who decides whether such absence is excused. I understand that, should it be necessary for me to be absent from a class, **I am responsible to make sure all assignments due during that absence are given to the teacher before planned absences, and within 5 days of the end of any unplanned absences.** It is my responsibility to contact the instructor before absences and make arrangements for acquiring the notes and materials for any missed classes.

I also understand that, if I do not understand the material, I am responsible to call or contact the instructor myself and arrange for extra help. I am responsible for any cleanup of my class area that is required. I will obey any safety rules, whether I see the need for them or not, established by my instructor.

I also understand that, if I drop the class after the second week, the class will be listed on my transcript with a **WF (withdraw fail)**.

_____ (student's signature)

For the Parent to Sign:

I understand that the instructor will assign grades at his/her discretion and using the method which is explained on the first day of class or in any handouts. I understand that I need to arrange for my student to be at the classroom **at least 5 minutes before class begins with all necessary materials for that class.** I will also make sure that my student is picked up promptly from the class at the end of the class **or I will need to pay a late pick-up fee.**

I will support the efforts of this instructor and will make sure my student is doing his/her homework for this class. I understand that my student is required to attend all field trips and behave in an appropriate manner on such trips.

I understand that **I need to notify the instructor at least two weeks before any planned absences** and that it is up to the instructor whether to excuse such an absence. I will contact the instructor as soon as possible about any unplanned absences and know it is the instructor who decides whether such absences are excused.

I understand that, should it be necessary for my student to be absent from a class, my student is responsible to make sure all assignments due during that absence are given to the teacher before planned absences, and within 5 days of the end of any unplanned absences. It is my student's responsibility to contact the instructor before absences and make arrangements for acquiring the notes and materials for any missed classes.

I understand that, should I have any concerns about the class, my student's work in the class, or other matters, **I am responsible to contact the instructor** using the methods outlined in the handouts given to my student at the first class.

I also understand that, if I drop the class after the second week, the class will be listed on my student's transcript with a WF (withdraw fail). I also understand that all class registration fees and materials fees are **non-refundable**. I also agree to pay for any items or materials broken or lost by my student while my student is at the facility. I understand that, after the second week of class, I am responsible for the entire tuition, regardless of whether my student attends class(es), voluntarily absent or involuntarily absent (suspension, expulsion). I understand that, if I withdraw in the first or second session of the class, I will be charged for 1/10 of the total tuition. **Withdrawal occurs when both the accounting ladies AND the teacher are notified.**

Signature of parent/guardian #1: _____

Signature of parent/guardian #2: _____

General Policies for Site Classes

- Tuition is charged by the semester or year as indicated. Enrolling a student for a class is a commitment by the family to pay the entire tuition, regardless of whether the child continues in the class.
 - Students can withdraw from a class by notifying the teacher by the end of the 2nd class meeting and not have to pay full tuition for the class.
 - Withdrawal by the end of the 2nd class meeting will require the family to pay 1/10 of the full class tuition.
 - **Registration fees are non-refundable.**
 - Materials (including lab materials) costs are non-refundable. However, the family would keep any texts or materials covered by that fee that are not group materials.
 - For example, if a family had paid a materials fee that covered a text book, lab book, and dissection specimens for a biology class, that family would get to keep the text book, lab book, and dissection specimens that were designed as single specimens per student.
 - Access to teacher's own materials would not be given to the family upon withdrawal.
 - Students who are expelled from a class are **not** refunded any fees or tuition, and the family must continue to pay tuition by the semester or year as indicated.
- All classes include a registration fee and a tuition fee. Each family can arrange with the accounts staff who handle all money matters how they will pay the tuition (such as two payments/4 payments/monthly payments, etc.). **A signed arrangement form must be created if all tuition is not paid up front for each course.**
- If a tuition payment plan is arranged and the family does not make the specified payments by the specified dates, the family will incur late fees of 10% of what was owed on that date.
- Families can pay tuition, registration, and materials fees by any credit card or electronic transfer using PayPal on the school's website or by Visa, Discover, and MasterCard at the school office and would not have to worry about payment dates and late fees.
- All grade K-12 classes are open to non-New Covenant students; **those students will have to complete a limited registration packet and provide birth, health, and immunization records as required by the Brevard County Health Department.**
- The school office will be notified by the teachers if a student is behind at all in his or her schoolwork.
- **Students who do not keep up in class will be suspended from club and sports activities.**
- Parents are expected to make suitable time available to the student while at home to complete all class assignments on time.
- To the extent that parental attention is needed to make sure the assignments are completed on time, parents agree to provide that attention.
- Parents should not correct the student's work unless the teacher has asked the parent to do so. However, **parents should check that the assignment is done neatly and timely and that the student has attempted all questions or elements of the assignment.**
- Please make sure you understand the attendance policies as stated on the registration form.
- Please make sure you understand that students **and** parents must comply with the school's dress code in order to attend class. **No shorts, no beachwear, no flipflops, no**

low necklines or backlines, no backless shirts. No hats during class unless part of curriculum. See dress code in School Handbook.

- Please understand that all cell phones and electronic devices used by the student during a class will be collected in a basket by the teacher . Students caught using a cell phone/texting/electronic device during class will lose 5 points on their final semester grade and will need to speak with the Principal. Further violations will involve more repercussions.
- **Late Pick-up Policy:** Late Pick-ups from class will result in a Late Pick-up fee. The late pick-up fee for first late pick-up is \$1 per minute per child. The late pick-up fee for second late pick-up is \$5 per minute per child.