



2011-2012 RE-ENROLLMENT AGREEMENT PAYOR AND STUDENT INFORMATION



PRIMARY PAYOR

PCS requires one person to accept all financial responsibility for the enrolled student(s). The primary payor must sign this agreement. All communications regarding financial obligations will be made to the primary payor or spouse using the address, phone number and email provided below.

Last Name	First Name	Middle Initial	Spouse's first name (if applicable) () -	
Street Address	City	State	Zip	Daytime Phone of Primary Payor () -
Email Address			Alternate Phone of Primary Payor	

ADDITIONAL PAYOR(S)

If you list individuals or companies in this section, you are authorizing PCS to release account balance and payment information to them.

Last Name or Company Name	First Name	Middle Initial
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KINDERGARTEN THROUGH EIGHTH GRADE STUDENTS

Last Name	First Name	Middle Initial	Grade in 2011-2012
Last Name	First Name	Middle Initial	Grade in 2011-2012
Last Name	First Name	Middle Initial	Grade in 2011-2012

PRESCHOOL STUDENTS

Last Name	First Name	Middle Initial	Birth Date
Last Name	First Name	Middle Initial	Birth Date

CALCULATION OF FEES

Registration:

of students in K to 8th _____ x \$450 (\$550 after 4:30p.m. 5/2/2011) = \$ _____

of students in Preschool _____ x \$250 = (\$350 after 4:30p.m. 5/2/2011) = \$ _____

Facilities Fee (per family charge) Due no later than 5/2/2011 \$ 350.00

Total Fees \$

ACKNOWLEDGMENT OF TERMS AND CONDITIONS

I have read and agree to the terms and conditions of enrollment at Pasadena Christian School as contained in this agreement and the Student Handbook.

Signature of Primary Payor _____

Date _____

ADMISSIONS OFFICE USE

BUSINESS OFFICE USE

Date Received _____	Emergency Forms <input type="checkbox"/>	Initials _____
Amount Received _____	Photo Consent Forms <input type="checkbox"/>	Scrip <input type="checkbox"/>
Check # _____	MVP <input type="checkbox"/>	

PCS Payer Code _____	QB Payment _____
QB Data Updated _____	Initials _____
Fees Charged _____	

Enrollment Agreement 2011-2012

TERMS AND CONDITIONS

REGISTRATION

Registration consists of the submission of the completed Enrollment Packet and payment of the registration and facilities fees. The forms included in the packet are the Enrollment Agreement, Emergency Form(s), Photograph Consent Form(s), Scrip Sign Up Form and MVP Agreement. The completed packet should be returned in the envelope provided to Pasadena Christian School along with a check or money order made payable to Pasadena Christian School. All fees are non-refundable. Post-dated checks and cash will not be accepted.

New Students

The deadline for submission of the completed Enrollment Packet and payment of fees is stated in the acceptance letter.

Returning Students

The completed Enrollment Packet and payment of fees must be received no later than 4:30 p.m., Monday, May 2, 2011. There is no additional grace period. PCS will not honor postmarks as the date of payment.

Returning students with unpaid registration, incomplete Enrollment Packets, or outstanding balance in family account for 2010-2011, as of May 1, 2011, will be removed from the class roster. Failure to pay all other indebtedness by June 30, 2011, will result in your child(ren)'s removal from the class roster.

TUITION

Tuition is charged on an annual basis and is payable in ten equal installments on the 1st of each month beginning in July 2011 and ending in April 2012. Failure to pay the July or August installments by the 15th of each month will result in your child(ren)'s removal from the class roster.

All tuition installments are non-refundable and are not prorated based on days of attendance.

STATEMENTS

Monthly statements will be sent to the address of the primary payor prior to the end of each month. Charges for tuition, extended care and miscellaneous charges, as authorized by the payor, will be included. All charges shown on the statement are due on the 1st of the following month.

PAYMENTS

All payments must be made in the form of a check or money order and sent in the pre-addressed envelope provided with the monthly statement. Payments must be issued from a US bank payable in US dollars. If you prefer to personally deliver your payment, a collection box is available in the front office of the main administration building. Do not send payments with your child. Cash payments will not be accepted.

DELINQUENT ACCOUNTS

A \$50 late fee will be assessed on all accounts not paid in full by 4:30 p.m. on the 15th. If the 15th falls on a weekend or holiday the grace period will expire on the next banking day. PCS will not honor postmarks as the date of payment. Child(ren) will not be allowed to attend school if any portion of your account is more than 30 days past due. Accounts that have been delinquent for more than 3 times during the year must maintain a current balance on the family account to maintain enrollment.

CHANGES AND WITHDRAWALS

Provided thirty-days written notice is given, tuition payments due after the date of withdrawal will be forgiven. Mid-year changes in preschool enrollment require a thirty-days written notice and are subject to the terms and conditions in the Preschool Handbook.

RETURNED CHECKS

A fee of \$50 will be charged to your account for returned checks. More than one returned check during the school year may result in the dismissal of your child(ren) from Pasadena Christian School.