

REGISTRATION PROCEDURES

NEW STUDENTS:

To apply for admission to any Epiphany Lutheran School program, please submit the following items to the Epiphany Lutheran School office:

- Your child's birth certificate
- Your child's official immunization record (blue form from your doctor's office)
- Your child's official health record (yellow form from your doctor's office)
- An interview with the Principal is required.

Wee3, PK3

To apply for Preschool, Early Bird, Lunch Bunch, Kids Club, or Community Kids Club bus transportation, please also submit the following items to the Epiphany Lutheran School office: The application fee, registration fee, 10% deposit, \$125 bus transportation fee. Fees are not refundable under any circumstances.

- A completed application form
- An application fee of \$75.00 for newly enrolling students only.
- A registration fee (see fee schedule for appropriate fee).
- A 10% tuition and/or fee deposit for any or all classes or programs.
- A bus transportation fee of \$125 (to Kids Club from other schools) if necessary.
- A signed enrollment contract. When ELS receives your signed contract, the principal will sign the contract and provide a copy to you.

NOTE: A student's final acceptance is assured upon receipt of the signed Legal Enrollment Contract, the Registration Fee, and the 10% Tuition Deposit.

VPK, PK4

To apply for the Voluntary Pre-kindergarten Program (VPK) for 4 year old preschoolers, please submit the following items to the Epiphany Lutheran School office:

- A completed application form
- Proof of student's age (birth certificate) – students must turn 4 years old by September 1, 2007.
- Letter of Eligibility from the Coalition of Early Learning (located on John Knox Road)
- A signed enrollment contract. When ELS receives your signed contract, the principal will sign the contract and provide a copy to you.

SUMMER CAMP

To apply for admission to Epiphany's 2007 Summer Camp, please submit the following items to the Epiphany Lutheran School office: The registration fee, \$25 deposit, first week of camp deposit fee. Fees are not refundable under any circumstances.

- A completed application form
- A registration fee of \$50.00.
- A \$25 deposit for **each** week of 2007 summer camp.
- A \$140 (full day) or \$100 (half day) first week of camp deposit fee.
- Please select the weeks of 2007 summer camp for which you are enrolling:
 - June 4-8 June 11-15 June 18-22 Aug. 6 – Aug. 10
 - June 25-29 July 2-6 July 9-13
 - July 16-20 July 23-27 July 30-August 3

TUITION & FEE GUIDELINES

- Tuition and fees can be paid annually or in ten monthly installments. Annual tuition and fees are due May 5, 2007.
- The registration fee will be waived for all students who decide to pay the annual tuition by May 5, 2007.
- If paying by installment, the first payment is due by August 5th. Subsequent payments are due on the fifth of each month.
- Tuition and fees are pro-rated by month for students entering after the beginning of the school year.
- Monthly tuition and fees are due regardless of the number of days a student is in actual attendance.
- There is a \$75 administration fee to change programs/classes after August 17, 2007.
- **RECORDS**
Student records, report cards, grades, permanent files, **will not** be released or forwarded to the parent or another school until **all** tuition & fees have been paid.
- **LATE TUITION PAYMENT GUIDELINES**

On the 5th of each month, tuition and fee payments are due.

On the 10th of each month, a late fee of \$25.00 will be assessed if payment has not been made.

On the 30th of the month, the student may be placed on suspension. The delinquent account will be referred to Epiphany Lutheran School's Tuition and Financial Concerns Committee. A date and time will be set up for the family and the committee to meet.

Epiphany Lutheran School admits students of any race, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Epiphany does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.