

## **ADMISSIONS AND FINANCE**

### **Admissions Procedures**

Prince Avenue Christian School (PRINCE) admits qualified students of any race, color, biological gender or ethnic origin to all rights, privileges, programs, and activities. In addition, the school does not discriminate on the basis of race, color, biological gender, ethnic origin or age in the administration of any or all educational/extra-curricular policies.

Attendance at PRINCE is a privilege. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules or regulations of the school.

Prince Avenue Christian School believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled, high school students who do not wish to attend PRINCE, or any student whose needs cannot be met academically, behaviorally, or spiritually. We believe that the standards of Prince Avenue Christian School are easier to maintain when the students' and parents' attitudes are in agreement with the school's philosophies and policies. This cooperation helps to support the standards here at PRINCE. Those who are not in agreement with the school's philosophies and policies need not enroll/apply.

All parents will be interviewed by the administration before any application is considered for admission. Applicants may be asked to accompany their parents for the interview. A prospective student is encouraged to visit the school for at least half of a school day to evaluate for themselves whether or not PRINCE is the academic institution for them. In some cases this may be a requirement initiated by the school.

For students entering 6<sup>th</sup>-12<sup>th</sup> grades, spiritual disposition and development is considered, as well as academic, behavioral, and social needs.

Students who are admitted to PRINCE as a transfer or first-time student will be received into the appropriate grade level on the following terms:

#### ***Preschool (K4)***

K4 students must be four (4) years old on or before September 1. Preschool students must demonstrate age appropriate behavior (e.g., must be potty trained).

#### ***Kindergarten (K5) through 12<sup>th</sup> grade***

During the first grading period of each year, grade level placement will be considered probationary. Within that time, all factors will be reviewed in order to place the child in the appropriate grade. All students must demonstrate age appropriate behavior.

- K5 students must be five (5) years old on or before September 1.
- First grade students must be six (6) years old on or before September 1.
- Records from previous schools must be received.
- All new K5 through 12<sup>th</sup> grade students must successfully complete and meet required guidelines through the PRINCE admission testing and evaluation procedure.
- Students are required to successfully complete the previous grade level. (Recommendations from previous school educators as well as standardized test scores will be considered.)
- Students who have been expelled or are not in good standing from a previous school may not be eligible for enrollment to PRINCE.

#### **Enrollment Procedures**

Student applications are received in the office, Monday through Friday. Registration is not finalized until the following items have been completed and/or received:

- Application & Application Fee
- Copy of student's Birth Certificate
- Teacher Recommendations and Principal/Guidance Counselor Recommendation
- Student Medical Release/Emergency Contacts Form
- Foundational Beliefs Agreement
- Financial Policy Form
- New Student Interview Sheet (5<sup>th</sup>-12<sup>th</sup>)
- Parent/Guardian Interview
- Academic and Health Records from previous schools which includes the most current report card, standardized testing results, psychological and medical testing information and any IEP forms
- Successful completion of previous grade level
- Evidence of positive behavior, attitude, socialization, academics
- Acceptance Fee (ensures a position in class)
- All students who desire to attend PRINCE on an I20 will have an additional application fee of \$200 for international Visa processing.

## Re-enrollment Procedures

Re-enrolling students must be in compliance with all requirements for enrollment. Attendance at PRINCE is a privilege. The school reserves the right to refuse re-enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year and the student has positive behavior and has made academic progress.

By February of each year the parents will be given all enrollment forms needed to re-enroll for the following year. There will be a two-week period during which all returning families may re-enroll at a discounted rate and secure their child's place in the class. After the two-week re-enrollment period has expired, the re-enrollment charge will be full price, and your child is not guaranteed a space in his or her class.

## Withdrawals and Dismissals

When accepted as a student of Prince Avenue Christian School, the agreement that is entered into between the school and the student and his/her family is expected to be a yearly commitment. However, if parents wish to withdraw their child, they should formally do so through the Registrar's office. This request must start with a letter explaining the reasons why a withdrawal is requested, along with the date of withdrawal. This will provide an official day of withdrawal so that the remainder of tuition owed can be determined. If a student attends any school days during a particular month, full tuition during that month is due. There will also be a \$300 Withdrawal Fee charged to any student's account for early withdrawal. All fees, including Registration Fees, are non-refundable.

Report cards and transcripts are released to students, parents, or other schools only when the student's account is current.

## Financial Information

Please see the current Tuition Schedule or call the school office for information regarding current tuition.

## Account Payment Plans

Below is a listing of the available payment plans. Statements will be e-mailed monthly.

- Full Payment: Pay tuition in full by June 1<sup>st</sup>, or upon acceptance, and receive a 4% discount on tuition only.
- PRINCE Returning Students Monthly (12 months): Monthly payments are due by the 1<sup>st</sup> of each month and may be paid by cash, check, credit card (American Express, MasterCard, Visa), or automatic checking account draft. The payments for the twelve-month plan are due June 1<sup>st</sup> through May 1<sup>st</sup>.
- New Students Monthly (10 months): Monthly payments are due by the 1<sup>st</sup> of each month beginning in July and may be paid by cash, check, credit card (American Express, MasterCard, Visa), or automatic checking account draft. If enrollment is initiated after July, the first payment will be due for the month of beginning enrollment through April 1<sup>st</sup>.

## Financial Policies and Tuition

### Payment Procedure

Only the listed payment plans are available. Payments should be mailed to:

*Prince Avenue Christian School  
2201 Ruth Jackson Road  
Bogart, GA 30622*

A mail slot is available in the front office for your convenience.

- If a student attends any school days during a particular month, full tuition during that month is due.
- All monthly payments are due on the first day of the month.
- All fees are non-refundable.
- A fee of \$25.00 will be added for any returned check.
- Payments not received by the 5<sup>th</sup> of the month are subject to a 5% late fee.
- If tuition payments are more than 30 days late, students will not be allowed to participate in extracurricular activities until the account is brought current.
- At 45 days past the due date, students will not be allowed to continue in class until the account is brought current. Please contact the accounting department to discuss payment plans.
- Past due accounts are in jeopardy of being sent to collections after the 45 day deadline.

For returning students, tuition payments will begin in June and end in May. The June and July tuition payments are non-refundable.

For new families, the acceptance fee is also non-refundable, and tuition payments will begin in July and end in April.

**Additional Fees (all fees are non-refundable):**

- New Student Application Fee: \$75.00
- New Student's Acceptance Fee is equivalent to one month's tuition
- Entrance Testing: \$40/test
- Bus Transportation Fee (which includes Before School Care if needed): \$50/month
- Athletic Fees

Competitive Teams:

Per sport (grades 6-8): \$125

Per sport (grades 9-12): \$150

Additional fees required for some sports:

Football uniform fee: \$75

Cheerleader uniform rental: \$60

Swimming: \$60

Elementary football: \$60

- Graduation Fee (K5): \$50
- Graduation Fees (Grade 12): \$100
- I-20 Fee: \$200 (for international VISA processing)
- Late Tuition Payment:  
After the 5<sup>th</sup> of the month – 5% late fee for full outstanding balance owed
- Returned Check Fee: \$25
- Early withdrawal fee: \$300 per student
- Transcript copy fee: 2 copies free; 3 or more \$2 per copy
- Lunch prices:  
K5-5<sup>th</sup> grades: \$3.75  
6<sup>th</sup>-12<sup>th</sup> grades: \$4.25
- Other selections will be available at varied prices.
- Childcare Program:

Daily Plan:

*Before School Care:*

7:00 AM – 7:45 AM or any portion thereof: \$4/day

*After School Care:*

3:15 PM-4:30 PM: \$8/day

3:15 PM-6:00 PM: \$15/day

Half-day rates TBA

Monthly Plan (discounted):

*Before School Care:*

7:00 AM – 7:45AM or any portion thereof: \$60/month

*After School Care:*

3:15 PM-4:30 PM: \$135/month

3:15 PM-6:00 PM: \$250/month

(Late pick up charge from After School is \$10 per quarter hour.)

- Senior Trip Payment (subject to change due to amount of funds raised)
- Eighth, tenth, and eleventh grade trips (Washington DC): \$500 - \$600

***Discount Rate***

A 10% discount will be given to active members of PABC and also given to full-time pastors.

Church member tuition rates are for those parents and guardians who are active members of Prince Avenue Baptist Church (active means regular church attendance and regular in giving through the stewardship program of the church). This information may be verified by the School Office before the discount is given.

In the spirit of honesty and integrity, we expect those receiving a PABC member discount to inform the Financial Office if their church membership and/or level of participating with PABC changes.

**ACADEMIC INFORMATION**

**Overview**

- Christ-centered Education
- Variety of subjects offered

PRINCE strives to provide a Christ-centered educational environment where students will be encouraged, nurtured, and challenged spiritually, academically, emotionally, and physically. Our school offers a variety of subject areas, including Bible, Language Arts, Social Studies, Math, Science, Physical Education, Health, Art, Library Skills, Foreign Language, Speech, Music, and Computer. We have modern classrooms, spacious grounds, and up-to-date curriculum and equipment. Classes are teacher-directed, and a strong emphasis is placed on foundational skills.

**Preschool & Kindergarten (K4 – K5)**

The Preschool and Kindergarten classes at PRINCE provide a warm, nurturing experience focusing on the development of spiritual, social, and foundational academic skills. The students are exposed to a fascinating world of animals, people, and places that allows them to develop necessary language skills as well as to develop reading and writing readiness, eye-hand coordination, visual perception, and listening and thinking skills. Each day includes Bible stories, songs, prayer, scripture reading and memory, and character-building activities. Our preschoolers are delighted with their achievement in learning their