



APPLICATION CHECKLIST

These are the elements we will need in order to consider your student for enrollment.

- _____ Application for Admission
- _____ Copy of Birth Certificate
- _____ Current Report Card
- _____ Current Immunization Record
- _____ 2 Letters of Reference (One from Pastor)
- _____ Signed Cooperation Agreement



Baytown Christian Academy

5555 N. Main
Baytown, Tx 77521

New Students

Application For Admission

Applying for Grade _____
_____ Male _____ Female
Application Date _____

STUDENT INFORMATION

Student's Full Name _____ Preferred Name _____

Date of Birth _____ Age _____ Place of Birth _____

Social Security # _____ Race _____ Citizenship _____

Student Cell Phone # _____ Student Email _____

PARENT/GUARDIAN INFORMATION

Student lives with (check all that apply)

- Father Mother
 Stepfather Stepmother
 Other Other

Check all that apply:

- Father deceased Mother deceased
 Parents divorced Parents separated
 Father has custody Mother has custody
 Joint custody Parents live together

Student's Primary Residence

Street Address _____

City _____ State _____ Zip _____ Home Phone _____

- Please check:** Father Stepfather
 Grandfather Guardian

- Please check:** Mother Stepmother
 Grandmother Guardian

Full Name _____

Preferred Name _____

Cell Phone _____

Email _____

Occupation/Title _____

Employer _____

Work Phone _____

Full Name _____

Preferred Name _____

Cell Phone _____

Email _____

Occupation/Title _____

Employer _____

Work Phone _____

Unless you specify otherwise, the following items from above will be included in next year's School directory: home address, home, work, and cell phones; and emails.

Include me Don't include me

EMERGENCY CONTACT

Mr. Mrs. Ms. _____

Mr. Mrs. Ms. _____

Street Address _____

Street Address _____

City _____ State _____

City _____ State _____

Zip _____ Phone Number _____

Zip _____ Phone Number _____

Email _____

Email _____

Relationship _____

Relationship _____

SIBLING INFORMATION

Name _____ Age _____ Grade _____ School Attending _____

Name _____ Age _____ Grade _____ School Attending _____

Name _____ Age _____ Grade _____ School Attending _____

Name _____ Age _____ Grade _____ School Attending _____

Name _____ Age _____ Grade _____ School Attending _____

Name _____ Age _____ Grade _____ School Attending _____

EDUCATION INFORMATION

List schools previously attended beginning with most recent:

School _____ Grade(s) attended _____ Phone _____

School _____ Grade(s) attended _____ Phone _____

School _____ Grade(s) attended _____ Phone _____

School _____ Grade(s) attended _____ Phone _____

For the following questions, please explain any "yes" responses on a separate sheet of paper

- | | | |
|-----|----|--|
| Yes | No | To the best of your knowledge, has the student ever used any type of non/prescription/non-medicinal drugs, alcohol or tobacco? |
| Yes | No | Has the student ever been in trouble with the law? |
| Yes | No | Has the student ever been suspended, expelled or asked to withdraw from any school attended? |
| Yes | No | Has the student ever been evaluated or referred for evaluation, for learning disabilities/difficulties? |
| Yes | No | Is the student currently taking any prescribed medication or following any prescribed or recommended therapy or treatment? |
| Yes | No | Has the student ever either skipped or repeated a grade? If so, what grade? _____ |

QUESTIONS

CHURCH AFFILIATION

Church Name _____ Denomination _____

Pastor's Name _____

OTHER INFORMATION

Who or what led you to Baytown Christian Academy?

The answers provided in this application are true, accurate and complete as of this signature date.

Signature of Father/Guardian: _____ Date: _____

Signature of Mother/Guardian: _____ Date: _____

Photo Release

Baytown Christian Academy periodically uses photographs of our students for positive promotional materials in print and on our website. Please check and initial here if you wish to have your child's photographs **excluded** from any public communications, pending his/her acceptance to the school. _____(initial)

ADMISSIONS AND FINANCIAL CONTRACT

_____(initial) I. I agree to fulfill all financial obligations throughout the school year. I agree that if I miss two consecutive payments during the school year, the child for who I am responsible can or will be automatically withdrawn from Baytown Christian Academy.

_____(initial) II. By signing the Admission and Financial Contract, the paren/guardian shall be responsible for the entire annual contractual amount whether or not the student attends classes, voluntarily withdraws, or is expelled from the school prior to the end of the academic year.

_____(initial) III. I understand that the school specifically reserves the right to hold transcripts, report cards and not allow final exams to be administered for students until all tuition and fees are current.

_____(initial) IV. The Curriculum Fee of \$500 is a mandatory fee that every student must pay. Curriculum fees are used to cover the cost of supplemental curriculum materials and textbooks. The fee does not cover the cost of all textbooks at the secondary level. This fee can be paid through monthly FACTS installments or as a one-time payment at registration.

Signature of Financially Responsible Party _____ Date _____

Printed Name _____

Signature of Enrolling Guardian _____ Date _____

Printed Name _____

NOTICE OF NONDISCRIMINATORY POLICY

Baytown Christian Academy (BCA) does not discriminate on the basis of gender, race, color, nationality, or ethnic origin in the administration of our educational policies, employment practices, admission policies, athletic programs, and other school-administrated programs.

for office use only:

Reg. date _____ amount \$ _____ cash/cc/check# _____ tuition: PIF _____ Sem. _____ Facts _____



**TUITION AND FEES
2018 - 2019 SCHOOL YEAR**



Early Bird Registration Fee – Returning Students (February 1-28, 2018).	\$210
Open Registration Fee – New & Returning Students (beginning March 5, 2018).	\$420
Curriculum Fee Pre-K-5th (all students regardless of registration date includes Art Fee)	\$515
Curriculum Fee 6th-12th (additional fee for Art students will be required)	\$500
International Fee (all students enrolled in the International Program).	\$4,000
NOTE: International Fee replaces Curriculum Fee for International students.	
International SEVIS I-20 Fee	\$25

Tuition

Pre-K3 (must meet age requirement of 3 years old by September 1, 2018)	\$5,150
Pre-K4 (must meet age requirement of 4 years old by September 1, 2018)	\$5,150
Kindergarten (age 5 – must meet age requirement by September 1, 2018)	\$5,350
Grades 1-5	\$6,375
Grades 6-8	\$6,675
Grades 9-12	\$6,975

Registration Fee

Every family pays one registration fee per year per student. The registration fee reserves a student’s space at Baytown Christian Academy. A student is considered registered once the student has been accepted and the registration fee paid. The fee enables the school to make financial commitments for the coming year. *These fees are non-refundable.*

Curriculum Fee

In addition to the registration fee, every family pays one curriculum fee per year per student. Curriculum fees are used to cover the cost of supplemental curriculum materials and textbooks. The fee does not cover the cost of all textbooks at the secondary level. This fee can be paid through monthly FACTS installments or as a one-time payment at registration. *These fees are non-refundable.*

Tuition

Tuition pays the cost of instruction at Baytown Christian Academy. In addition to tuition, families pay certain additional costs throughout the year to cover field trips, uniforms, and sports participation fees, as well as other optional co-curricular activities.

Family Tuition Discount / Tuition Assistance

Families with two students receive a 20% discount on the second-oldest student’s tuition. Families with three students receive a 25% discount on the third student’s tuition. Families wishing to enroll more than three students should schedule an appointment to meet with the BCA administration. Family tuition discounts do not apply to registration fees or curriculum fees.

A limited amount of tuition assistance is available to returning BCA families. Applications are available in the Finance Office and must be filed with our third-party agent by May 5, 2018. Tuition assistant agreements are determined in July and all awards will be applied to tuition balances at that point. Registration fees must be paid in full before a tuition assistance application is processed.

Early Bird Registration for Returning Students and incoming siblings (February 1-28, 2018)

Early Bird Registration and Open Registration are for families who are up-to-date with current tuition payments and have one or more students enrolled at Baytown Christian Academy. Families may re-enroll

registration fees must be paid in full during the periods outlined above. Failure to complete the registration process during the posted dates will result in a family paying the open registration fee for new students. *NOTE: Current students are guaranteed their spaces for the next school year only if they are enrolled during Early Bird Registration.*

Open Registration for New Students (beginning March 5, 2018)

Open Registration is for current families who decline to use Early Bird Registration and for all families new to Baytown Christian Academy. Open Registration fees must be paid in full at enrollment.

Tuition Payment Options

Baytown Christian Academy offers its families the following three ways to fulfill their financial commitment:

- **Payment in Full:** To be eligible for a three percent (3%) discount on tuition cost, a family must pay the student’s full tuition, registration fee, and developmental fee by August 1, 2018.
- **Semester:** Tuition may be paid in two equal installments with the first installment due by August 1, 2018 and the second payment on or before January 5, 2019.
- **Monthly:** Monthly payments begin in May, 2018 for returning students and no later than the 20th of the current month of enrollment for new students. The tuition balance will be divided evenly throughout the payment year, which ends in April, 2019. Monthly payments must be provided through FACTS, a third-party company. FACTS charges an annual fee of \$45 to set up a payment account.

Extended Care

Childcare is available for students through the fifth grade. Costs are as follows:

Registration Fee	\$65 per family
Morning Care	\$100 per month (6:30 am until start of school)
Afternoon Care	\$200 per month (end of school until 6:00 pm)

Extracurricular Fees (activities offered only if participation numbers are reached)

NOTE: Checks / Credit Card only for payment of activity fees; no cash payments.

Activity (minimum participants)	Middle School Fee	High School Fee
Football (12)	\$160	\$250
Volleyball (10)	\$100	\$140
Basketball (8)	\$100	\$140
Soccer (13)	\$100	\$140
Baseball (13)	\$125	\$160
Softball (13)	\$100	\$130
Tennis (8)	\$65	\$100
Track (8)	\$65	\$100
Golf (5 male / 5 female)	\$70	\$70
Cheerleading (5)	\$100	\$100
Jr. High/High School Art	\$20	\$20

Refund Policy

By signing the Admissions & Financial Contract, the parent/guardian shall be responsible for the entire contractual amount whether or not the student attends classes, or if the student voluntarily withdraws or is expelled from school prior to the end of the academic year. The school specifically reserves the right to hold transcripts, report cards, and not allow final exams to be administered for students until all tuition and fees are current.

Food Service

Food service is available daily. Information regarding prices and menu is available in the main office.



BAYTOWN CHRISTIAN ACADEMY

COOPERATION AGREEMENTS

In partial fulfillment of its desire to see the goals and vision of Christian education realized both within and without its institutional walls, Baytown Christian Academy sets forth the following as agreements expected from, and made with, students and parents alike. Please read carefully and sign below.

Student Cooperation Agreement

1. I commit to strive toward virtuous living in all I do, whether in thought, word or deed, both on campus and off.
2. I commit to strive for excellence in all I do as a student, in thought, word, and deed.
3. I commit to cooperate obediently and respectfully to administrative policies of the School, including those of conduct and dress code.

Student Signature _____ Date _____
(To be signed by all incoming students, grade 3 and higher)

Parent/Guardian Cooperation Agreement

1. I commit to support the School with my time, talent, and/or treasure to the best of my ability.
2. I commit to expand my knowledge of and commitment to the goals and vision of Christian education as expressed in the curriculum, pedagogy, culture, and philosophy of Baytown Christian Academy.
3. I commit to support and comply with all pertinent administrative policies of the School, including those of academic standards, discipline, dress code, cultural protocol, and conflict-resolution.
4. I commit to respect the final professional judgement of the School regarding my child's grade-level placement and continued enrollment in Baytown Christian Academy.
5. I commit both to remain in regular and open communication with my child's teachers and to ensure that the formal education begun in the classroom continues in the home, whether as study, homework, or work-ethic formation.
6. I commit to take any questions or concerns to the appropriate person, whether it be my child's teacher or an administrator.
7. I commit to bear financial responsibility for any and all damages caused to school property by my child.
8. I have read and understand the Tuition and Fees document (found in the prospective packet).

Father/Guardian Signature _____ Date _____

Mother/Guardian Signature _____ Date _____