



*"Building The Masters Kingdom...One Child At A Time"*

YE DID IT UNTO ME FOUNDATION

#14 Monte Pele Road, Weymouth Hills, St. Maarten, N.A.

Tel: 524-6521 or E-mail: [academy@trulycaribbean.net](mailto:academy@trulycaribbean.net)

Crib #: 435.128.930; SZV # 4 250510; COCI #19867

May 25, 2015

**Re: Re-enrollment of student(s) in 2015-2016 School year**

Dear Parents/Guardians of VCA Students;

Planning for the new school year has begun and we are kindly asking that you review the information enclosed and return your response to us by **June 8, 2015**.

Please note

- **All students are to re-enroll for the new school year and confirm their space with a non-refundable fee of ANG 90.00 (per child)**
- The first day of school is Monday, August 18<sup>th</sup>, 2015.
- Dual enrollment with the Alpha & Omega (Online) Academy begins on the first day of school. Tuition changes/increases go into effect as of the new school year across the board.
- It takes two to three weeks (2-3) for the workbooks to arrive after ordering. It is therefore advisable that the workbook fees be paid ahead of the new school year so that your child/children can begin to work from the first day.

I trust to have advised you adequately and remain available for any questions at 524-6521 (8:00 am – 2:00 pm daily) or by email at [academy@trulycaribbean.net](mailto:academy@trulycaribbean.net).

Regards;

***Dianne M. Greenaway, BA***

VCA Director

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May 25, 2015

I hereby register my child/children \_\_\_\_\_,

Date of Birth: \_\_\_\_\_, for enrollment in grade(s) \_\_\_\_\_ for the 2015/2016 academic year and expressly agree to comply with the following terms and conditions:

1. **The academic year** starts on August 18th, 2015, and ends on June 24th, 2016. This agreement is valid only for the 2015-2016 academic year and does not entitle my child to any future enrollment with VCA.

2. **Academic hours** for students at VCA are:

- Prekindergarten - Grade 5                      7:45 am - 2:50 pm
- Grade 6 - Grade 12                                7:45 am – 3:20 pm

3. **Tuition**

**\$100 of the August tuition is due by Thursday, June 30<sup>th</sup>, 2015**

**On or before August 11<sup>th</sup>, 2015, the remaining balance is due for August 2015 which will secure your spot for the 2015/2016 academic year**

**Remaining 10 payments due by the 5<sup>th</sup> of each month (Sept. 2015-June 2016)**

a. Tuition per academic year per child

Pre-Kindergarten is US\$ 2,750 (*3-4 year olds*)

Kindergarten to Grade 2 is US\$ 3,025 (*Kindergarten must be 4 by December 2015*)

Grades 3 - 6 is US\$ 3,300

Grade 7-12 is US\$ 3,850

I (we) have received and read a copy of the VCA Payment Options, which I (we) understand is incorporated into the terms of this Tuition Agreement.

b. Families with more than one child enrolled full-time at VCA may receive a discount for each additional child after tuition has been paid at the regular full-time rate for the child with the highest regular tuition rate (i.e., the discount will be a percentage of the lower tuition amount).

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c. Tuition can be paid in one lump sum or in eleven equal (11) monthly installments as per the attached payment option document. Tuition payments can be made with check, cash, or direct deposit/transfer to our WIB accounts 222615-04 (\$) or 222616-02 (ANG).

d. The \$100 portion of the 1st installment will be applied towards the first monthly tuition payment, which is due no later than June 30, 2015. Once this full installment is paid, this will secure your child/children's enrollment for the upcoming academic year. **This first tuition installment is non-refundable.**

e. The remaining ten monthly tuition installments are due on or before the 5<sup>th</sup> of each month from September 2015 through June 2016.

f. There is a five-day grace period after each month's payment due date. After this grace period, a US\$ 50 late fee will automatically become due and VCA reserves the right to withdraw the student from enrollment. Re-enrollment fees will be due if the child is to be re-enrolled at a subsequent date.

g. A US\$ 50 administrative fee will be due in the event a cheque is returned for lack of sufficient funds.

#### **4. Extra Fees**

a. There are nominal graduation fees (items to be included in these fees will be listed in a follow up document) for students in Kindergarten, Grade 6, and Grade 12.

b. Tuition does not cover the cost of workbooks, consumable classroom periodicals and novels, GED & P/SAT preparation books and fees, foreign language textbooks, Electronic Textbooks (E-books), or personal supplies (e.g., activity fees, extracurricular fees, technology fees, pencils, markers, glue, etc.).

c. For students new to VCA there is also a one-time testing fee of US\$ 150 that is due upon visitation and testing.

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## 5. After-school childcare program

a. If a student in Pre-Kindergarten through Grade 5 is not picked up from the school premises by 3:15 pm each school day, said student will automatically be enrolled in the after-school childcare program. A flat charge of US\$6.00 will become due at this time up until 4:00pm. After that, a flat \$10.00 fee will be charged up until 5:30pm. This additional fee needs to be paid directly to the staff member at the time of pick-up.

b. The after-school childcare program runs until 5:30 pm each school day (Fridays until 5:00PM). There is no service after 5:30 pm. Should a student from the after-school childcare program still be on school premises after 5:30 pm, an additional US\$ 5.- charge will become due every five minutes this student remains on school premises. This late penalty shall also be paid to the staff member on duty immediately upon pick up.

## 6. Lunch

a. Students at VCA can bring their own lunches and snacks from home to school on a daily basis. One or two microwaves are available to warm meals if needed.

b. VCA will make available for purchase hot lunches three days a week and you may choose to enroll your child/children in this catered lunch program. If so, your child/children's lunches must be ordered and paid for on a monthly basis through our hot lunch provider. Please provide exact change for each food order.

## 7. Insurance

a. All students at VCA are expected to have their own medical insurance and dental insurance, and are expected to be covered by a third party liability insurance. These respective insurance policies are expected to cover accidents that occur at school or on any school-sanctioned event or field trip. As parent(s) of a student at VCA, I (we) expressly acknowledge that there has been no express or implied agreement by VCA to provide insurance coverage of any kind or be subject to any liability for accident or injury to my child/children.

Parent's Initial here \_\_\_\_\_

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b. As parent(s) of a student at VCA, I (we) will be responsible for any loss, damage or destruction by my (our) child/children of any property of VCA and any damages for which VCA becomes liable or chargeable because of my (our) child/children's actions.

**Parent's Initial here** \_\_\_\_\_

**8. Withdrawal** I (we) understand that by enrolling my (our) child/children for the academic year beginning in August 2015, and by paying the nonrefundable deposit of US\$ 100.00 per child, a space will be reserved in the applicable grade specifically for my (our) child/children. I (we) understand that registering my (our) child/children, without enrolling him/her, or withdrawing during the academic year will cause difficulty, since student spaces cannot or may not be filled. I (we) also recognize that as an independent private school, Victory Christian Academy's budget is based solely on tuition. Therefore, I (we) specifically agree that once my (our) child/children is/are registered and guaranteed a space, if my (our) child/children is/are withdrawn or dismissed for any reason, I am (we are) obligated to forfeit the US\$100.00 non-refundable deposit and pay for any outstanding tuition and/or fees through as well as the remainder of tuition as per contract agreement.

**9. VCA serves students** who are unable to function successfully in typical classroom or group settings. Children with physical handicaps/special needs may be accepted on a conditional basis only. If, in the sole discretion and judgment of the administrative staff of VCA, a child is deemed unable to function in our classroom or group setting, and/or the academic program is deemed not able to meet the special needs of a child, the family of said child may be asked to pay additional fees to cover the costs of additional school and classroom personnel, services, resources, and programs. If not, the parent may be asked to withdraw the child from enrollment. In this event, VCA will work with the family of said child in finding alternative care.

**10. VCA needs an active Parent Advisory Committee (PAC).** As VCA's fees are very reasonable compared to other similar, private, accredited schools around the world, PAC's role is to support the school in a number of capacities as well as fundraising and social activities and events. It helps VCA acquire those

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items for the students and staff which are not readily available in the school's budget. For this reason, we expect all VCA families to participate and assist PAC when called upon.

### **11. Dress Code and Appearance Standards**

a. Students are required to comply daily with the School's dress code and appearance standards. This includes that all students at VCA are required to be in school uniform while at school, including the correct uniform for physical education. VCA uniform information is available from the office and uniforms may ONLY be purchased from our school office. Parents of students who attend school out of uniform will be asked to pick up their child and ensure they are in uniform upon the student's return to school.

b. There will be no exemptions from the dress code and/or the appearance standards for personal, religious, and/or cultural reasons.

### **12. Compartment**

a. VCA requires that its students, parents, faculty, and administration follow the rules and regulations of the School. The undersigned parent(s) recognize(s) that this tuition agreement is for the entire academic year and agrees that VCA may require the withdrawal or dismissal of any student if, in VCA's sole discretion, it concludes that such student's or parents attitude, influence, progress, or behavior does not serve the best interests of the School.

b. The undersigned parent(s) also understands that a positive and constructive working relationship between the School and a student's parents is essential to the fulfillment of the School's mission, and agree that the School may terminate enrollment or decline to re-enroll a student if the School concludes that the student's parents have engaged in conduct which is detrimental to the school or do not abide by School policies.

c. In the event VCA expels a student, no part of the year's tuition will be refundable, and all payments due up to the date of expulsion, plus any remaining tuition balance, are considered due.

**13. I hereby authorize** VCA to use my child/children's photograph and/or appearance in any VCA related advertising or other media.

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**14. I have read and understand** the terms of this tuition agreement, and I agree to accept the rules and regulations of the Victory Christian Academy, Sint Maarten. The laws of the country of Sint Maarten apply to this tuition agreement. The court of First Instance of Sint Maarten will be the chosen court in case of any dispute arising out of this tuition agreement. I hereby agree to abide by all of the academic and conduct policies established for both students and parents, including payment of my family's financial obligations towards VCA, as well as the policies, rules, regulations, and standards of conduct, and dress codes as established by VCA in its Student Handbook and as may be published in future Handbooks and/or school directives. I (We) and my (our) child/children further agree not to engage in any conduct or activities which may be disruptive or detrimental to the reputation of VCA or to the administrative, educational or extracurricular environment of the school. I also agree to any stipulations so stated in the letter of acceptance (for new students) or letter of invitation to return (for returning students) which stipulations are considered part of this agreement.

**I shall make tuition payments for the 2015/2016 academic year at Victory Christian Academy by means of:**

**PLEASE PRINT CLEARLY**

Monthly \_\_\_\_\_

Annually \_\_\_\_\_

Bi-Annually \_\_\_\_\_

Mr./Mrs./Ms. \_\_\_\_\_

Residing at: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell)

Email(s): \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_ Parent's Initial Here \_\_\_\_\_

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