

## **ENROLLMENT POLICIES AND PROCEDURES FOR 2008-2009**

### **NON DISCRIMINATORY ENROLLMENT POLICY**

Zion Lutheran School admits students of any race, color, national origin, age, sex, disability, political beliefs, or religion to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, age, sex, disability, political beliefs, or religion in administration of its educational policies, scholarship, and loan programs, and athletic and other school administered programs.

### **ENROLLMENT/ADMISSIONS**

Zion Lutheran School is open to all who desire a Christian education for their children. Zion Lutheran School follows the beginning age standards applicable to the State of Texas.

- ❖ Children enrolling in Pre-School must be four (4) years of age before September 1.
- ❖ Children enrolling in kindergarten must meet one of the following requirements:
  1. Successfully complete preschool at Zion Lutheran School.
  2. Turn five before September 1 and successfully complete a readiness test administered by a member of the Zion Lutheran School staff.
- ❖ Children enrolling first grade must meet one of the following requirements:
  1. Successful completion of kindergarten at Zion Lutheran School.
  2. Turned six (6) years of age before September 1.
  3. If not six (6) years of age before September 1 a written recommendation from their kindergarten teacher must be submitted and successful completion of a readiness test administered by a member of the Zion Lutheran School staff is required.
- ❖ Children enrolling in second through eighth grade must meet one of the following requirements:
  1. Successful completion of the prior grade level at Zion Lutheran School.
  2. Children who have not attended Zion Lutheran School during the previous school year must show evidence of successful completion of the prior grade level and successfully complete the Wide Range Achievement Test (WRAT) administered by a member of the Zion Lutheran School staff.

### **ENROLLMENT PRIORITIES**

Zion Lutheran School is maintained primarily for the children of Zion Lutheran Church. Enrollment for the fall term begins each year in January. School families have until January 31<sup>st</sup> to receive their re-enrollment priority status.

The priority list is as follows:

1. Currently enrolled Zion Lutheran School (Preschool through 8<sup>th</sup> grade) students
2. Siblings of currently enrolled Zion Lutheran School (Preschool – 8<sup>th</sup> grade) students
3. Zion Lutheran Church members
4. Those having a Christian church membership other than Zion Lutheran Church
5. Those with no Christian church membership

### **NEW ENROLLEES**

Parents wishing to enroll their child(ren) in Zion Lutheran School must fill out an application form. The completed application form must be submitted to the principal with copies of the previous academic records (report cards and standardized tests) and a non-refundable \$100 enrollment fee. The enrollment fee applies toward the registration fee. Students entering pre-school, kindergarten, and first grade must present a birth certificate. Some prospective first graders may be asked to submit a written letter of recommendation. (See section on enrollment/admission.)

Children enrolling in kindergarten and first grade will be required to take a readiness test administered by a member of the Zion Lutheran School staff. Children enrolling in second through eighth grade will be required to take the Wide Range Achievement Test administered by a member of the Zion Lutheran School staff. In addition, an interview with the principal is required. The principal makes the decision on acceptance or denial of enrollment. If the application is accepted, the family will be notified. The family will then need to provide copies of the child's immunization records. If the application is not accepted, the family will be notified and the enrollment fee will be returned.

**RE-ENROLLEES**

Parents wishing to re-enroll their child(ren) in Zion Lutheran School must fill out a re-enrollment form. This must be turned in with a non-refundable \$100 enrollment fee. This will hold a place for your child. The enrollment fee applies toward the registration fee.

**ENROLLMENT TIMETABLE**

January 1 <sup>st</sup> to January 31 <sup>st</sup>	Existing school families*
February 1 <sup>st</sup> to February 15 <sup>th</sup>	Zion Lutheran Church members
After February 15 <sup>th</sup>	Open Enrollment**

\*Existing families are those with at least one student currently attending Zion Lutheran School. Additional family members can register at this time. These families can be members or non-members of Zion Lutheran Church. If necessary, priority is given to those students who are members of Zion Lutheran Church.

\*\* Families joining Zion Lutheran Church after February 15<sup>th</sup> will have priority on any waiting list. They will not replace any accepted student.

**ENROLLMENT AND REGISTRATION FEES**

The Board of Christian Education sets the enrollment and registration fees. The registration fee for the 2008-2009 school year is **\$325 if paid in full before April 1, \$375 if paid in full from April 1 to June 30, and \$425 if paid in full after June 30.** The \$100 enrollment fee is not refundable, but applies toward the registration fee (example: \$100 + \$225 = \$325). Families requesting a refund of the remainder of the registration fee must put their request in writing. Refunds will be determined on a case-by-case basis.

**TUITION**

All families are charged an annual tuition fee that is set by the Board of Christian Education. Tuition is payable over 10 months (August – May) or 12 months (June – May)

**TUITION RATES FOR 2008-2009**

<u>Members</u>	<u>Non-Members</u>
Preschool \$2440	Preschool \$2940
	*Kindergarten 3 day \$2940
<u>Kindergarten – 8<sup>th</sup> grade Kindergarten</u>	<u>Kindergarten 5 day – 8<sup>th</sup> grade</u>
1 <sup>st</sup> Child \$2220	1 <sup>st</sup> Child \$4170
2 <sup>nd</sup> Child \$800	2 <sup>nd</sup> Child \$3580
3 <sup>rd</sup> Child \$540	3 <sup>rd</sup> Child \$2890
4 <sup>th</sup> Child \$300	4 <sup>th</sup> Child \$2670

\*Families with more than one sibling and one of the siblings is in Kindergarten 3day, the child in Kindergarten 3 day will pay \$2440.

## **TUITION ASSISTANCE PROGRAM**

Zion Lutheran School does have some funds available for families that may need assistance with their tuition payments for their children. The final decision regarding the amount of assistance is made by Principal, Pastor and Chairperson of the Board of Christian Education. If you feel you have a need, please contact the principal for the necessary form to make application.

## **POLICIES FOR TUITION COLLECTION AND PAST DUE ACCOUNTS**

### **Tuition Collection**

After the payment of registration fee, tuition is broken down into ten (10) or twelve (12) payments. Beginning in June or August, the payment is due on the first of each month and is considered late after the 20<sup>th</sup> of each month. No statements are sent out for each month's tuition but a reminder is mailed if payment is not received by the 15<sup>th</sup> of the month.

### **Past Due Accounts**

The Board of Christian Education has established firm tuition collection policies to be equally applied to all parents. The board should always prayerfully consider special cases.

Past due accounts will be handled in the following manner:

1. Tuition is due on the first day of each month beginning in June or August. If the payment is not received by the 20<sup>th</sup> of the month, the account is considered past due. A reminder letter will be mailed.
2. If the account is behind for two months or more, the account will be turned over to the Board of Christian Education for further action.
3. The full year's tuition must be received by the end of May of the enrolled year. Report cards, diplomas, transcripts will not be released and re-enrollment will not be accepted until all fees (tuition and any other outstanding fees) are paid in full.
4. Registration fees for the following school year will only be accepted from families who are current in their tuition.

## **WAITING LIST**

In the event that the number of enrolled students reaches the limit placed on class size a waiting list will be created. As space becomes available, the families will be contacted in the order they are on the waiting list. Families joining Zion Lutheran Church after February 15<sup>th</sup> will have priority on the waiting list.

## **CHANGE OF STATUS**

Families that begin the school year in the "non-member tuition" category will be assessed the non-member rate throughout the school year, even if the parents become members of Zion Lutheran Church during the school year.

## **ASSIGNMENT TO MULTIPLE CLASSES**

In the event that there are multiple classes of the same grade the class assignments will be randomly divided in consultation with the classroom teacher and the principal. This will be a final decision. No special requests will be honored.