



# Pamlico Christian Academy

*change your child's life*

## 2023-2024 STUDENT RE-ENROLLMENT FORM

We welcome you to the re-enrollment process for Pamlico Christian Academy! Please return this re-enrollment form to the office along with your **re-enrollment fee of \$300** (\$150 for early re-enrollment). Please know that all enrollments are contingent upon Head of School approval.

### Student Information

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Name used

Address (IF CHANGED): \_\_\_\_\_

Grade requested for 2023-2024 School Year: \_\_\_\_\_

My Student (grades 7-12) will need to use a PCA laptop (\$200 technology fee)  YES  NO

My family requests a donor-funded Multi-student Family Scholarship if eligible  YES  NO

### EMERGENCY CONTACT LIST (If changed from prior year)

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

### Grandparent Information (If changed from prior year)

From time to time, our school has events that we like to invite grandparents and great grandparents to (even if they do not live close by) so they will feel a part of our school. Please include grandparent and great grandparent info here!

Grandparent name(s): \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

Grandparent name(s): \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

### MEDIA Waiver / INTERNET PUBLISHING PARENTAL CONSENT

Yes, I give my permission for Pamlico Christian Academy to use photographs/video footage of my child for information and possible distribution about the school, programs, or people.

No, I do NOT want photographs/video footage of my child used by the Pamlico Christian Academy for information and possible distribution about the school, programs, or people.

## PARENT/GUARDIAN CONTRACT WITH PAMLICO CHRISTIAN ACADEMY

I, the undersigned, do hereby commit to the following:

1. That all the information provided on this application is true, to the best of my knowledge, and that I have not intentionally withheld or misrepresented any pertinent data.
2. To fulfill my financial obligations to Pamlico Christian Academy, namely:
  - a) I am responsible for timely payment of the full annual tuition and other fees due Pamlico Christian Academy.
  - b) In the event that I decide to withdraw or choose not to re-enroll my child in Pamlico Christian Academy, I will, for the school's benefit, inform the school office in writing concerning my reasons. **With few exceptions outlined in Student-Parent Handbook, the financial obligation for the student continues for the remainder of the year. There will not be any refund for monies already paid, and if monthly tuition payments are underway, they should continue.**
  - c) I am responsible for any and all damages my child may have made to school property.
3. I will fully support and abide by all Pamlico Christian Academy policies, including the school uniform policy. I affirm that I have read the Student-Parent Handbook in full.
4. I understand that Pamlico Christian Academy will employ the methods of discipline outlined in the discipline section of the Student-Parent Handbook.
5. I will support school personnel, programs, policies, and activities with prayer and communication and to serve as a volunteer in various capacities.
6. I will nurture habits of punctuality, thoroughness, neatness, honesty, resourcefulness, independent reading and study. I will also expect my child to complete all homework daily and to make sure all books and completed homework are returned to school the following day.
7. I will allow my child to be photographed or videotaped for promotional use (advertising, editorials, etc.) and/or training purposes to benefit PCA unless I have let the front office know in writing.
8. I will direct my grievances, concerns or issues through the proper channels as summarized below:
  - a) I agree that all persons are to deal with the situation at its source. This usually means initially speaking in private to the person involved in a constructive and supportive attempt to attain clarification and resolution. Please do not post your concerns on social media. Doing so may jeopardize your relationship with our school.
  - b) If, after honest attempts have been made and resolution has not been satisfactorily reached, I will proceed to the next level of authority, which generally means speaking with the Head of School.
  - c) If satisfaction is not reached at this point, I will proceed to the PCA Board of Directors by bringing the matter to the Board's attention in writing.

I have read the above contract and agree to abide by it while my child is enrolled as a student at Pamlico Christian Academy.

\_\_\_\_\_ Signature & Date

\_\_\_\_\_ Signature & Date

## PCA Preferred Tuition & Fees Payment Method

Please indicate preferred tuition payment method:

- Annual payment due on or before July 1<sup>st</sup> (eligible for 3% discount)
- Bi-annual payments due July 1<sup>st</sup> and December 1<sup>st</sup>
- Ten monthly payments due July 1<sup>st</sup> through April 1<sup>st</sup>

**Parent/Guardian Name:** \_\_\_\_\_  
**(Person Responsible for Payment)**

Payments may be made via cash, check or automatic bank draft to Pamlico Christian Academy. For monthly payment options, automatic bank draft is encouraged and may begin following the first monthly payment. Please check below if you would like to utilize automatic draft for your payments, and the office will contact you to set this up.

- I am interested in paying tuition and fees through automatic bank draft.

*Please fill out form on following page if you would like auto draft.*



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## Authorization Form for Bank Draft

I \_\_\_\_\_, do hereby authorize Pamlico Christian Academy to begin drafting my account from the banking institution and account that I have listed below. I understand that if at any time I decide to discontinue this payment service, I will notify Pamlico Christian Academy of its termination and in such a manner as to afford the financial institution reasonable opportunity to act on it. The Bank Draft program is a free service provided by Pamlico Christian Academy. In the event that Pamlico Christian Academy withdraws funds erroneously from my account, I authorize Pamlico Christian Academy to credit my account for an amount not to exceed the original amount of the erroneous debit. Then debit the correct amount.

**Please attach a voided check and complete the following:**

Date \_\_\_\_\_

Bank Name \_\_\_\_\_

Account Type: \_\_\_\_\_

Bank Routing # \_\_\_\_\_

Bank Account # \_\_\_\_\_

Start Date: \_\_\_\_\_

Draft Amount: \$ \_\_\_\_\_

Frequency of Draft:  **once a month**       **One time only**

For Donations Only:

For Tuition Payment Only:

\_\_\_\_\_ day of each month

\_\_\_\_\_ 5th day of each month

Name: \_\_\_\_\_

*First*

*Middle*

*Last*

Signature: \_\_\_\_\_