

**West-Mont Christian Academy**  
**Admissions Procedures**  
**Current Family Registrations 2009-10**

Dear Parents,

The key to planning for a successful school year is- *Early Registration*

**The process to register is quick and easy!**

**Step One:**

Review enclosed registration forms. Fill in any changed information.  
(All scholarship applicants must first re-register before sending scholarship forms to PSAS. The deadline is April 15, 2009. Applications for scholarships will be denied after this date.)

**Step Two:**

Sign all appropriate places on registration form.

**Step Three:**

Must identify your choice of payment being either:

- Payment in full by August 1, 2009; Specify date payment will be made. Take advantage of discounts available for early payment.
- Facts Payment Plan - (Please look for information for current family Facts agreements following this packet by mail). Please sign enclosed FACTS form and return with registration.

**Step Four:**

Return all necessary forms with a re-registration fee of \$50.00 for each returning student.

That's it. You are registered.

Any Questions? Please contact Mark Moore at 610-326-7690.

## West-Mont Christian Academy Tuition & Fee Schedule 2009-2010

<u>Grades 1-12</u>	<u>Yearly</u>	<u>Monthly</u> <i>(based upon 12 payments)</i>
1st Child	\$6,050	505.00
2nd Child	\$4,950	413.00
3rd Child	\$3,950	330.00
Each additional child in the same family	\$2,950	246.00
<b><u>Kindergarten</u></b>		
Half-Day Rate	\$3,480	290.00
Full-Day Rate	\$4,680	390.00
<b><u>Special Needs Fees</u></b>		
NILD Therapy + Tuition	\$11,700	975.00
R.R.+Tuition (1 class/day)	\$9,600	800.00
R.R.+Tuition (2+ classes/day)	\$12,200	1,017.00
<b><u>Individualized Instruction</u></b>		<b><u>Billed through WCA</u></b>
Individual Tutor Session	\$20	per session
Group Tutor Session	\$16	per session
Exception Ed Group Session	\$16	per session
Individual Instrumental Lessons	\$16	per session
Group Instrumental Lessons*	\$11	per session
<b><u>Extended Care</u></b>		<b><u>Billed through WCA</u></b>
Hourly Fee - Contracted	\$5.00	(Billed in 1/2 hr. time increments)
Hourly Fee - Non-Contracted	\$12.00	(Billed in 1/2 hr. time increments)
<b><u>Non-Refundable Fees</u></b>		<b><u>Billed through WCA</u></b>
Re-Registration Fee (per student)	\$50	(To be paid upon registration)
New Registration Fee (per student)	\$100	(To be paid upon registration)
Book Fee (per student)	\$130	(To be paid with tuition)
Technology Fee (per family)	\$130	(To be paid with tuition)
Home School Registration (per student)	\$150	
Full-Battery Testing	\$300	

\*There is no charge for Group Instrumental Lessons that are part of our required Fourth and Fifth Grade Curriculum.

### **Tuition Discount for Full-Year Payment**

Full family tuition paid by February 1, 2009 will receive a 5% discount. Tuition paid by March 1, 2009 will receive a 4% discount (April 1 - 3% discount, May 1 - 2% discount, no discounts given after May 1).

*Please Note: Fees are not eligible for the Tuition Discount.*

### **How do you anticipate paying tuition for this school year? The two options available are as follows:**

#### **Check one only**

- Full Payment Paid by \_\_\_\_/\_\_\_\_/\_\_\_\_ **(Must be paid by August 1, 2009)**
- FACTS* (Electronic Withdrawal) (Current parents must submit their renewal *FACTS* form with this registration form. The registration process will be delayed if form is not included. If you would like information for the *FACTS* program, please email Derek Major (DMajor@West-Mont.org).
- [I will pay all Technology and Book Fees  by check  through *FACTS*]**

Though our current parents are familiar with the school financial policies, we suggest upon re-enrolling that you re-acquaint yourself with the policies in the student handbook ([www.West-Mont.org](http://www.West-Mont.org), "Quick Links").

**I am in agreement with the financial policies of the school.**

Parent Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Print Parent Name(s) \_\_\_\_\_

**Registration papers will be returned if proper signature is not present.**

## **West-Mont Christian Academy Financial Policies: 2009-2010**

1. The choice of Tuition Payment Plan must be determined at the time of registration. A \$25.00 administrative fee will be charged for changing the type of payment plan a family selects at the time of registration.
2. All payments that are charged to a family account (books, gym uniforms, etc.) are due the first of each month. Tuition payments are due on the date established by the financial contract through FACTS. If any payment is not paid on time, your account will be charged a late fee of \$25.00 or 1.5% of the balance (whichever is greater). If any account is overdue more than 60 days, students will likely not be permitted to attend school until the overdue portion is paid.
3. Tuition Refunds will be given no earlier than one week after a student withdraws from West-Mont Christian Academy. The refund is based on the withdraw date (date parents sign the appropriate form). Refunds are given as a credit to the account toward any unpaid balance. Tuition refunds (not books, registration, or other fees) will be given, based on the full-year payment of tuition, if the student is withdrawn by:

**90% refund/credit is given - Time of registration (or re-registration)  
through Aug. 14, 2009**

**80% refund/credit is given - Aug. 15 through Sep. 14, 2009**

**70% refund/credit is given - Sep. 15 through Oct. 14, 2009**

**60% refund/credit is given - Oct. 15 through Nov. 14, 2009**

**50% refund/credit is given - Nov. 15 through Dec. 14, 2009**

**40% refund/credit is given - Dec. 15 through Jan. 14, 2010**

**30% refund/credit is given - Jan. 15 through Feb. 14, 2010**

**20% refund/credit is given - Feb. 15 through Mar. 14, 2010**

**10% refund/credit is given - Mar. 15 through Apr. 14, 2010**

**No refund/credit is given past April 15, 2010.**

4. If tuition fees or charges are due at the close of the school year, report cards will not be issued, nor records released, nor will re-enrollment be possible until the payments are made in full. Quarterly Progress reports will also be delayed if account balances are not up-to-date.
5. If a student is enrolled during the course of the year, tuition is calculated on the number of school days remaining for the school year.
6. If a student is expelled during the course of the year, the refund of the tuition will be based on the date of expulsion
7. Parents are responsible to have adequate hospitalization and insurance coverage for students during school and school-sponsored activities, including interscholastic sports.
8. Tuition and fees do not cover the total cost of education for the students at West-Mont Christian Academy. Each year a large portion of the cost must come through gifts from parents and friends of our school. Therefore, each family is asked to pray about a possible tax-deductible pledge of what they can give during the year to make Christian education possible for their children. (This is requested at the annual "Faith Banquet".)
9. Existence of all programs is dependent upon the enrollment or funding to adequately sustain them.
10. The school will assess a charge of \$25.00 for any check returned for insufficient funds and require immediate payment in cash to replace the check.

**TITLE ONE FAMILY SURVEY 20**

**This form should be filled out only if your income is below the annual gross income charted below.**

This information is requested from parents who may qualify for Title One and other Federally funded programs. Your public school district will make an inquiry to our school during the first quarter of 2009 requesting this information, hence this should be return to WCA by **March 15, 2009**.

<b><u>FAMILY SIZE</u></b>	<b><u>ANNUAL GROSS INCOME</u></b>
<b>ONE*</b>	<b>\$ 15,448</b>
<b>TWO*</b>	<b>\$ 20,813</b>
<b>THREE*</b>	<b>\$ 26,178</b>
<b>FOUR*</b>	<b>\$ 31,543</b>
<b>FIVE*</b>	<b>\$ 36,908</b>
<b>SIX*</b>	<b>\$ 42,273</b>
<b>SEVEN*</b>	<b>\$ 47,638</b>
<b>EIGHT* **</b>	<b>\$ 53,003</b>

\*This may include a foster child, an emancipated youth or a special education child over age 18.

\*\*For each additional family member, add \$5,365.

Find your family size and the annual gross income level listed beside it on the chart printed above. Continue by answering the following question

1. Is your annual gross income less than this amount? Yes \_\_\_\_\_ No \_\_\_\_\_  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is your family eligible to receive food stamps? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are you a Temporary Assistance for Needy Families (TANF) household? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do you have a foster child? Yes \_\_\_\_\_ No \_\_\_\_\_

**OTHER CRITERIA:**

- A. Are you receiving assistance under the Aid to Families with Dependent Children program (public assistance)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- B. Are any of your children eligible to receive medical assistance under the Medicaid program?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- C. Are you eligible for Supplementary Security Income (SSI)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- D. Are you eligible for federal public housing assistance or Section 8 (administered by the Department of Housing and Urban Development)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- E. Are you eligible for the Low-Income Home Energy Assistance Program (LIHEAP)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**Family name** (please print): \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**School District:** \_\_\_\_\_



**West-Mont Christian Academy  
873 South Hanover Street  
Pottstown, PA 19465**

Dear Parent or Guardian:

State legislation authorizes the loan of textbooks and instructional materials by the Secretary of Education to children enrolled in kindergarten through grade 12 in nonpublic schools. Our school is now in process of requesting the specific textbooks and materials to be loaned to your child(ren).

It is required, however, that a parent of each child attending the nonpublic school individually request a loan of textbooks and instructional materials. We are, therefore, enclosing the individual request form. Please sign the form, date it, and return it to school immediately.

Thank you for your continued assistance and cooperation.

In Him,

Dr. James Smock  
Administrator

Please sign certificate below. This form will be kept on file at our school.

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**Certificate of Individual Request for  
Loan of textbooks and Instructional Materials**

I hereby request the loan of textbooks and instructional materials in accordance with the Pennsylvania School Code of 1949 for my child(ren) attending West-Mont Christian Academy.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

This program is available only to Pennsylvania residents.

