



# Covenant Christian High School

Est. 1999

## APPLICATION FOR ENROLLMENT

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Student Information:

This Application for Enrollment, along with the Pastor Recommendation Form and Student Information Sheet, must be completed and returned to the school office before an interview may be scheduled with the Education Committee. All sections must be completed in order to receive consideration.

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Last School Attended \_\_\_\_\_ Last Grade(s) \_\_\_\_\_

Last School's Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Present Grade(s) Applying For: \_\_\_\_\_

### Parent/Guardian Information:

Father \_\_\_\_\_ Occupation \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Work Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Mother \_\_\_\_\_ Occupation \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Work Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Guardian \_\_\_\_\_ Occupation \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Work Address \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

**General Information:**

1. How did you learn about Covenant Christian High School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Why do you want your child(ren) to attend Covenant Christian High School? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Is it your intention to have all of your children graduate from Covenant Christian High School?  
\_\_\_\_\_  
If not, please explain briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Why did you leave your last school? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Explain here any academic concerns we should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Explain any social concerns we should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Explain any medical concerns we should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is your child(ren) taking any prescription medication? \_\_\_\_\_ If yes, please list all medications:  
\_\_\_\_\_  
\_\_\_\_\_

9. Are there any special custody arrangements? Any Court Orders? Guardianship Issues? Please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Church Membership**

Church \_\_\_\_\_

Church Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

How long have you been associated with this church?

Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

How long have you been a member of this church?

Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

What is the frequency of your church attendance?

Father: Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_

Mother: Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_

Guardian: Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_

What is the frequency of your child(ren)'s church and Sunday School attendance?

Weekly \_\_\_\_\_ Frequently \_\_\_\_\_ Infrequently \_\_\_\_\_

**Parents/Guardian Christian Beliefs and Commitment**

Are you a professed follower of Jesus Christ? Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

In your own words, describe your relationship to our Lord Jesus Christ and what this means to you in your daily living. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you personally in agreement with and committed to the basic principles for Christian education in Article II, the primary purpose for Christian education in Article III Section 3.01, and the educational philosophy in Article IV, Section 4.01 of the Articles of Incorporation of Covenant Christian High School, Inc. (These Articles of Incorporation are attached.)

Father: I am in agreement and committed to these Articles. \_\_\_\_\_  
(Father signature)

Mother: I am in agreement and committed to these Articles. \_\_\_\_\_  
(Mother signature)

Guardian: I am in agreement and committed to these Articles. \_\_\_\_\_  
(Guardian signature)

If your family is accepted for admission at Covenant Christian High School, do you promise to:

- a) Support the authority of the school, the administration, board, teachers, and school policies? \_\_\_\_\_
- b) Assume the responsibility for your child's education by supervising assigned homework and keeping in regular contact with your child(ren)'s teachers? \_\_\_\_\_
- c) Support, to the best of your ability, the school's entire program through prayer, time, and financial gifts? \_\_\_\_\_

**Financial Commitment**

Will someone other than the parents be responsible for payment of tuition? \_\_\_\_\_ If yes, please provide the name, telephone number and address of this individual.

Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Do you agree to abide by the attached financial policies?

Father \_\_\_\_\_ Mother \_\_\_\_\_ Guardian \_\_\_\_\_

**Statement of Parents (or Legal Guardian)**

I understand and agree to the terms and conditions stated in this application.

Signature of Parent (or Guardian) \_\_\_\_\_

Signature of Parent (or Guardian) \_\_\_\_\_

Covenant Christian High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, scholarships, athletics, or any other school administered programs.

## Covenant Christian High School Financial Policies

### Registration

1. Tuition will be assessed using an 11-month payment schedule, July through May.
  2. All parents will be expected to sign a 'Tuition Payment Agreement' at registration.
  3. If the July tuition payment has not been received, parents must meet at registration with board and/or Finance Committee members to discuss the parents' financial responsibility.
  4. If unable to use the 11-month billing schedule, parents must complete an alternate tuition payment plan subject to approval by the Finance Committee.
  5. The requirements of the tuition payment agreement and the registration meeting will be waived for families that participate in a CEF (Christian Education Fund) program at their church.
- (4-7-2009)

### Management of Tuition Accounts

***In order to facilitate the orderly fiscal management of Covenant Christian High School, all tuition accounts shall be paid by the end of the school year.***

1. Tuition statements will be issued on the 1<sup>st</sup> of each month. The first monthly payment is due by July 15, then by the 15<sup>th</sup> of each month thereafter through May 15.
2. Procedures for handling past due tuition:
  - a. At thirty (30) days past due on monthly billing, a letter will be sent to the account stating past due policy.
  - b. At sixty (60) days past due, a phone call will be made to the account requesting a meeting before the next regular Finance Committee meeting date. If there is no response to the phone call, a letter will be sent requesting a meeting with the family.
  - c. At ninety (90) days past due, a registered letter will be sent stating that a recommendation will be made at the next regular school board meeting that their child(ren) will not be allowed to attend school until the delinquent tuition is addressed. If there is no response to this letter, the Finance Committee will make such a recommendation at the next regular school board meeting.
  - d. Accounts with an alternative payment plan will be considered delinquent if payment is not been received by the first day following the month in which a payment was due. At 15 days delinquent, Finance Committee may make a recommendation at the next regular school board meeting that child(ren) not be allowed to attend school until the delinquent tuition is addressed.
3. Twelfth grade students will receive an unsigned diploma if the family's tuition account is not paid in full by May 15. A letter explaining the policy will be sent to the parents of all graduating students with the February, March, April, and May tuition statements.
4. If an alternative payment plan or any other exception to this policy is needed, it is the family's responsibility to contact a member of the Finance Committee to set up a meeting.
5. The Finance Committee will contact all parents with delinquent tuition accounts at the end of the school year to advise them that all tuition must be paid or mutually acceptable arrangements made before their children will be registered for the upcoming school year.
6. If the Finance Committee recommends that payment of a delinquent account be pursued through a collection agency or small claims court, the Board shall approve such action and the certified letter to the parents stating the decision.
7. If the Finance Committee recommends that a delinquent account be considered for suspension of service, the Board shall approve such action.
8. An official academic transcript is a complete and accurate reflection of a student's record. It contains all course work taken while enrolled at Covenant. Transcripts will not be issued for persons having delinquent accounts.

(9-5-2006, 4-3-2007, 7-1-2008, 4-7-2009, 6-2-2009)

### Tuition Assistance Policy

1. Covenant Christian High School has developed a tuition assistance policy that, when resources are available, may provide some financial assistance for families who demonstrate financial need and cannot pay the full cost of education.
  2. Each year the Finance committee will need to evaluate the availability of tuition assistance for families desiring financial help with their tuition costs.
  3. Financial need is the difference between the cost of attending Covenant Christian for one year and the amount of money a family can reasonably be expected to contribute toward meeting this expense (called the “family’s contribution”).
  4. The school’s resources are limited. All families applying for tuition assistance are required to pay a portion of tuition and we anticipate this will involve some degree of sacrifice for the family.
  5. Families interested in applying for Tuition Assistance must meet with representatives from the Finance Committee to discuss why tuition assistance is needed, what determines financial need and the application process. The Family must apply for tuition assistance each year.
  6. Interested families will be required to complete a Covenant Christian High School Tuition Assistance Application. The application gathers income, expense and asset information about the family. The family will also be required to provide W-2’s from all employers, copies of Federal Income Tax Returns and documentation of non-taxable income. All documentation should be submitted to the office by July 1<sup>st</sup>.
  7. The application and financial documents will then be confidentially evaluated by an independent service who will report to the Finance committee regarding the financial need of the family. The independent service conducting the review will typically be a Christian organization who specializes in reviewing such matters for tuition assistance on behalf of the Finance Committee. The Finance Committee will use it’s discretion regarding the selection of the independent service to conduct the review.
  8. Any fees or costs associated with the application process will be the responsibility of the family applying for the assistance.
  9. Any school balances owed by the applicant from a prior school year must be paid in order for a new application to be considered.
  10. Depending upon the number of requests for tuition assistance and the amount of tuition assistance available, the Finance Committee may choose to offer no assistance, a percentage of what is recommended by the independent service or 100% of what the independent service reviewer recommends.
  11. If tuition assistance is offered, assistance will be paid at the end of the school year provided the family fully paid their portion of the tuition and the student has completed the school year.
- (1-9-2007, 4-3-2007)

### Electronic Tuition Payment Policy

1. Parents have the option to sign up for electronic tuition payments through RenWeb using PayEasy.
  2. PayEasy will be a 10-month tuition payment plan with payments being made on the 15<sup>th</sup> day of the months August through May.
  3. Payments will be through the use of an automatic debit from a bank checking or savings account.
  4. Parents will be responsible for the minimal per transaction ACH Service Fee.
  5. Parents will be responsible for any banking fees resulting from NSF.
- (7-1-2008, 4-7-2009)

## ARTICLE II. BASIS

Section 2.01. The basis of Covenant Christian High School, Inc. is the Scriptures of the Old and New Testament, the infallible Word of God, as interpreted in Reformed creedal standards, namely, the Heidelberg Catechism ([http://www.crcna.org/pages/heidelberg\\_intro.cfm](http://www.crcna.org/pages/heidelberg_intro.cfm)), the Belgic Confession of Faith ([http://www.crcna.org/pages/belgic\\_confess\\_main.cfm](http://www.crcna.org/pages/belgic_confess_main.cfm)), and the Canons of the Synod of Dort ([http://www.crcna.org/pages/dort\\_canons\\_main.cfm](http://www.crcna.org/pages/dort_canons_main.cfm)) and/or the Westminster Confession [hereinafter “the historic Reformed confessions”]. In accordance with those confessions, we hold unreservedly to the sovereignty of God, revealed in creation {Romans 1:20} and in the Lordship of Jesus Christ over the world and thus over every sphere of human activity. We submit unconditionally to the authority of Holy Scripture, thereby recognizing Scripture alone to be the supreme and final standard for Christian education and all other matters of faith and life. The Corporation is not an ecclesiastical body nor is it subject to any ecclesiastical organization. The government of Covenant Christian High School is autonomous.

Section 2.02. This organization is committed to the following basic principles for Christian education:

- (a.) We believe in the Scriptures of the Old and New Testaments as the infallible, inerrant, sufficient, and inspired Word of God, and that they are the supreme and final authority in faith and life. [II Peter 1:19-21; Psalm 19:7-11]
- (b.) We believe that God is the one only God, eternally existed in three persons, in Trinity; the Father, the Son and the Holy Spirit. Each Person is unique but together; one in substance and equal in power and glory. [Gal. 4:4-6; Heidelberg Catechism Lord’s Day 8 Q & A 25]
- (c.) We believe that God, the Father, Son and Holy Spirit, created the universe and its parts perfectly from nothing, by means of His sovereign verbal directive. [Hebrews 11:3] God not only created all things, but also upholds and is sovereign over all creation. Included in this creation was man made in the image of God, made without sin, and capable of perfect obedience.
- (d.) We believe that man, though created perfectly, nevertheless fell into sin and rebelled against God. As a result of man’s sin, all creation was placed under God’s curse. [Gen. 3:17-19]
- (e.) We believe that for man’s salvation God graciously sent Jesus Christ our Lord, the only begotten Son of the Father who was conceived by the Holy Spirit and born a true man of the virgin Mary. Being therefore both God and man, He is the perfect mediator between God and man. He lived a life of perfect obedience, suffered in His humanity, was crucified, experienced complete separation from God, died, was buried, and arose bodily from the dead on the third day. He suffered total punishment in the place of those He came to redeem so that they would be reconciled to God. [II Cor. 5:21; Rom. 5:8-10]
- (f.) We believe that eternal life is a gracious gift of God received through faith alone in Jesus Christ alone and that eternal life is neither deserved by anyone nor can it be earned by good deeds. [Eph. 2:8-10]
- (g.) We believe that after His bodily ascension into Heaven, Christ our Lord was seated at the right hand of God the Father, where He intercedes for those whom He has purchased with His own blood. From heaven, he will return to judge all men, giving believers in Him life eternal and unbelievers eternal condemnation and separation from God forever. [Rom. 8:34; Matt. 25:31-46]
- (h.) We believe that God the Holy Spirit is our Teacher who instructs us in the meaning and application of the Word of God from the Word itself. His regenerating and illuminating work is necessary to a saving understanding of His Word and a growing in grace and knowledge of our Lord and Savior Jesus Christ. [II Tim. 3:14-16; John 14:26]
- (i.) We believe that God has charged parents with the responsibility of bringing up their children in the “nurture and admonition of the Lord” [Eph. 6:4], and that the school serves to assist parents in this covenantal task.

### **ARTICLE III. PURPOSE**

Section 3.01. Covenant Christian High School, Inc. shall have as its primary purpose the establishment, operation, and promotion of a school to educate students in such a way that each student will become a useful and creative citizen of Christ's Kingdom and of the student's community, state and nation, with the desire and ability to apply the student's Christian commitment and principles to all of life's situations.

### **ARTICLE IV. EDUCATIONAL PHILOSOPHY**

Section 4.01. No student shall be admitted to or enrolled in any school operated by the Corporation unless a parent or legal guardian of that child subscribes to the principles listed in Section 2.02 of Article II above and to this educational philosophy:

- (j.) God reveals Himself to man in His Word, the Bible. This Word gives man an understanding of God, of Himself, of fellow human beings, and of creation itself. This Word serves as the guide for all of man's relationships and activities.
- (k.) God created man in His own image as the crown of creation and made a covenant with man to be a steward of that creation.
- (l.) Man disobeyed God and rejected his responsibility in that covenant. Because of this, sin entered the world, alienating man from God, the creation, and his fellow man, and the world became distorted.
- (m.) Jesus, the "Word made flesh", was sent by God the Father to redeem His people from sin. Through Christ and by the work of His Spirit, man and creation are renewed and man may again covenant with God to fulfill his original calling and mandate.
- (n.) God gives parents the privilege and responsibility of teaching their children the covenantal relationship which God made with believers and their children. They must do this in the light of revealed truth.
- (o.) Man has discovered and learned about himself and the universe. However, true knowledge can be possible only in the light of God's revealed truth, the Bible. Man's knowledge of God, himself, and the universe becomes meaningful through the work of the Holy Spirit.
- (p.) Education for the Christian becomes whole and meaningful when it is based on the Bible. Upon understanding the proper relationships between God, man, and creation, it is possible to teach that all of life must be consecrated to God, to the service of fellow man, and to being stewards of God's creation in fulfilling the cultural mandate.
- (q.) Christian parents are primarily the ones responsible to educate their children. To discharge this responsibility, parents establish Christian schools where Christian teachers, who stand in loco parentis, educate their children. These Christian teachers must be committed to Jesus Christ as Lord and Savior. This commitment must be reflected in their personal dealings with each other and with their students and in their personal dealings with each other and with their students and in their ability to apply these Christian principles to their respective teachings areas. These teachers must be well trained in their respective fields, since each student must be given the necessary tools with which to carry out his or her task.
- (r.) Christian schools organized and administered according to legal standards and provisions of the state, should be fully recognized in society as free to function according to these principles.