



---

## CATHEDRAL CHRISTIAN ACADEMY

---

### **Registration for 2024 – 2025 Academic Year**

Registration for the 2024 – 2025 school year will be held from March 1 – March 31. This registration information must be completed if you are returning your child to Cathedral Christian Academy for the 2024 – 2025 school year. Please sign the tuition agreement form and attach \$150 per student to reserve your child’s place in class. All returning students who register after April 1 must pay an additional \$100 late registration fee per student.

We are offering a referral program for recruitment of new families enrolling for the 2024 – 2025 school year. With this new referral program you will receive \$100 tuition credit for every family you refer to Cathedral Christian Academy that is accepted and enrolled to start the 2024 – 2025 school year. You will receive your tuition credit the month in which the new family pays their first tuition installment, which is typically the month of August. This is a great way to offset some of those back to school expenses in the month of August! Tell your friends and family about our wonderful school, and make sure they fill out the new family referral form so that you’ll earn your credit!

We are looking forward to a great school year and we are so happy  
you are a part of the CCA family!



---

# CATHEDRAL CHRISTIAN ACADEMY

---

## **New Student Referral Program**

Name and Info of New Student: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please list the name of the individual who referred you to Cathedral Academy. You may list only one person. Forms with more than one referral will not be accepted.

I was referred by: \_\_\_\_\_

Referral Forms will not be accepted after enrollment application submission. This form must be submitted at time of application.

I attest that the individual named above referred me to Cathedral Academy prior to the submission of my child's application.

Parent/Guardian Signature: \_\_\_\_\_

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

# CATHEDRAL ACADEMY REGISTRATION CARD FOR CURRENT STUDENTS

DATE                                      SCHOOL YEAR                                      GRADE TO ENTER                                      GENDER

STUDENT'S LEGAL NAME -    LAST                                      FIRST                                      MIDDLE

STUDENT'S PREFERRED NAME

ADDRESS - STREET                                      CITY                                      STATE    ZIP CODE

AGE                                      BIRTH DATE

MOTHER'S INFO -    NAME                                      EMPLOYER & EMPLOYER'S PHONE NUMBER

PHONE (mother/guardian) (home)                                      (cell)

EMAIL (mother/guardian)

FATHER'S INFO -    NAME                                      EMPLOYER & EMPLOYER'S PHONE NUMBER

PHONE (father/guardian) (home)                                      (cell)

EMAIL (father/guardian)

ADDRESS, IF DIFFERENT FROM ABOVE -

IF PARENTS ARE SEPARATED OR DIVORCED, WITH WHOM DOES THE CHILD LIVE?

CHILD'S PHYSICIAN -    NAME                                      PHONE

MEDICAL -    ARE THERE ANY KNOWN MEDICAL CONDITIONS WE SHOULD BE AWARE OF? PLEASE LIST MEDICATIONS TAKEN.

EMERGENCY CONTACT -    NAME                                      PHONE                                      RELATIONSHIP

EMERGENCY CONTACT -    NAME                                      PHONE                                      RELATIONSHIP

EMERGENCY CONTACT -    NAME                                      PHONE                                      RELATIONSHIP

## Statement of Co-Operation

In submitting this application for my child, it is my desire to have him/her complete the school year \_\_\_\_\_ - \_\_\_\_\_. It is my understanding that the policy of the school is to make no refunds on curriculum fees, tuition, or any other fees. I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from any liability to me or my child because of any injury to my child at school or during any school activity. I give my permission for my child to be photographed and for those photos to be used in regards to campus life and activities and understand they may be posted to social media.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Policy and Procedure Consent Form

1. Any student arriving to school in an incomplete uniform will be sent home that day.
2. All contact and medical information must be kept current, including e-mail, cell phone and mailing address, medications, etc.
3. Cathedral Academy reserves the right at any time to dismiss a student due to behavior it deems inappropriate, immoral, or of a dangerous nature to the school, faculty, and its student body.
4. I have read the Student Handbook and agree fully with all its contents.

I hereby agree with the above statements regarding policies and procedures and I agree fully with the contents of the Student Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_

# Cathedral Academy Financial Policy and 2024 – 2025 Tuition Agreement Form

The summary of the financial policies and procedures is as follows:

1. Tuition is \$275.00 for 12 months starting in August 1 and not ending until July 31.

The Curriculum fee of \$350.00 for K4 – 2<sup>nd</sup> grade and Curriculum Fee of \$425 for 3<sup>rd</sup> – 8<sup>th</sup> grade is used to purchase books and materials for the student and classroom, cleaning supplies, and educational materials. This fee is due by July 1<sup>st</sup>. If this fee is not received by July 1<sup>st</sup> your student's books will not be ordered in time for the beginning of school. **This is a non-refundable fee. Curriculum fees may be paid to hold your child's place for next year, but it will NOT be refunded if you decide not to send your child to Cathedral Christian Academy for the 2024– 2025 school year.**

2. Tuition is due on the 1<sup>st</sup> of the month.

Tuition received after the 10<sup>th</sup> of the month will incur a \$25 late fee on the existing balance.

3. Returned checks will incur a \$30.00 fee payable in cash or money order. Returned checks are due immediately.

We solely depend on timely tuition payments for the operation of the school.

4. Checks will not be accepted for tuition after the second returned check. All further payments will need to be in cash or money order.

5. If tuition is behind on the 1<sup>st</sup> of the second month, your child will not be able to attend Cathedral Academy until all tuition is brought current. You will be notified by phone and/or letter stating your child may not return. Although we are a Christian School, tuition is used to fund teacher's salaries, overhead, accounting fees, etc. Cathedral Academy cannot exist without tuition payments being made in a timely manner. Student's will be considered unexcused and will receive zeros on all of their work.

6. Report cards will not be issued if there are outstanding balances. A student will not be able to participate in graduation exercises if there is any outstanding balance.

7. It is the policy of the school to make no refunds on curriculum fees, tuition, or any other fee. This includes expulsion from school.

8. All students K5 – 8<sup>th</sup> grade must participate in academic testing.

A **\$100.00 testing fee** is due February 1 for academic/ aptitude test given in April.

10. **All parents are required to participate in 2 main school fundraisers.** Parents who do not participate will be charged a \$200 fee per student, which is due at the end of each fundraiser. These fundraisers are the only way we are able to keep our tuition and fees so affordable.

11. Tuition for the Academic School Year is still due for the entire year if you withdraw from school. This is a 12 month contract and will only become null and void if your move more than 60 miles away from the school because of a family emergency or a change in job.

12. Returning student registration is open from March 1 – 31. **Returning student registration fee is \$150 per student.** Any returning student registering after March 31 will pay an additional \$100 late registration fee.

I hereby agree with the above statements and hereby certify I have read each of these policies regarding my financial obligation to Cathedral Academy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Student Name \_\_\_\_\_