



GENERAL INFORMATION

Registration Information

The ACS offices will be open for enrollment during regular hours (8:30 a.m. - 4:00 p.m.). Because students keep us busy early in the morning, **please wait until after 8:30 a.m. to come in to enroll.** Also, **please park in the parking lot and walk to the office** so that both lanes of traffic in front of the office are kept clear.

The following items need to be completed, signed, and turned in **before the enrollment application is officially accepted:**

1. Registration Fees
2. Enrollment Application
3. Tuition Contracts (Elementary and Middle School, one per family)
4. CheckFree Automatic Tuition Payment Agreement
5. Statement of Agreement and Cooperation
6. Statement of Faith (new enrollment only)

Additional forms needed before registration is complete:

- ◆ Physician's Report (Kindergarten & 1st grade only)
- ◆ Student Health & History (elementary)
- ◆ Request for cumulative file (elementary)
- ◆ Teacher Recommendation (Middle School)
- ◆ Personal Recommendation (Middle School)
- ◆ Parent Questionnaire (Middle School)
- ◆ Student Questionnaire (Middle School)
- ◆ Transcript Request (Middle School)

Withdrawal & Refund Policy

Withdrawal from ACS is considered official when the withdrawal form is completed and returned to the office, at least two weeks prior to the last day the student will be attending class. Responsibility for tuition payments continues until your child's last day. Attendance on any one day of the week incurs liability for the full week. Please note that enrollment fees are not refundable for any reason, including family relocation. A \$100 administrative fee will be charged for any withdrawals after the first day of school.

All enrollment fees are non-refundable. Tuition for the entire school year is divided into equal payments even though some months have holidays or school breaks. The monthly payments are installed payments from the annual contract.

**If children are withdrawn after August 1,
their first monthly payment is non-refundable.**

There are tuition discounts for families with more than one child enrolled at ACS. Members and regular attendees of *Church on the Hill* receive a \$110 discount off annual tuition per family enrolled. If you have any questions regarding our policies, please call the office at 408-264-6789.