

Dear SCPS Parents,

Enclosed is your 2015-2016 re-enrollment information. Our Finance Committee has worked diligently to develop a tuition structure that continues to provide an outstanding Christian education filled with exceptional opportunities, all at an affordable price. New payment solutions and policies have been created that govern tuition, fees, as well as credits! Yes! SCPS will continue to offer a \$500 tuition credit known as **RAIDER REWARDS** that rewards you for each NEW family you refer!

RE-ENROLLING for ONE student with Placement Priority:

- Complete the Re-enrollment Application
- Sign the Financial Contract
- Sign the Drug Testing Policy Consent Form (*This is for students entering 8th - 12th grades.*)
- Pay the Early Registration Fee of \$350 (**This reflects a \$200 Early Registration discount.**)
- Return all of the above to SCPS by **Friday, January 30, 2015**

SCPS will begin accepting new students on Monday, February 2, 2015, so Placement Priority is important.

RE-ENROLLING for ONE or MORE students with Placement Priority:

- Complete all of the above steps for each student.
- Pay Registration fees with **up to three post-dated checks** reflecting **a multi-child and \$200 Early Registration DISCOUNT.**
 - First child- \$350 Check dated no later than January 30, 2015
 - Second child- \$300 Check dated February 27, 2015
 - Third child- \$250 Check dated March 27, 2015
 - All checks must be turned in by **January 30, 2015** regardless of the date on the check.

Call Inger Prescott in the Business Office at 234.1653 ext. 104, if you need special arrangements.

RE-ENROLLING for ONE or MORE Students after MONDAY, MARCH 16, 2015:

First child- \$550

Second child- \$500

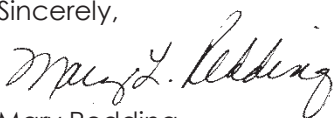
Third child- \$450

Re-enrollment is contingent upon acceptable academic and behavioral performance, as well as good financial standing with the school. **ALL REGISTRATION FEES ARE NON-REFUNDABLE.**

Would you like to enroll a sibling of a current student AND **RECEIVE PLACEMENT PRIORITY** for both? Please submit a completed New Student Application along with your other student's re-enrollment form to the school **by January 30, 2015**. Acceptance of siblings is contingent upon available vacancies and meeting admission requirements. A \$125 application/testing fee is required; however, this fee will be applied as a credit toward the registration fee upon acceptance.

Limited financial aid funds are available to qualifying families of students in all grades. These need-based awards are available through the Victoria Jenkins Foundation OR a Student Scholarship Organization. The funds are intended to provide supplemental assistance only. Parents are expected to finance their children's education to the extent they are able. Applications for financial aid should be submitted as soon as possible. Our Financial Aid checklist outlines the preliminary steps necessary to apply for a financial aid award.

Sincerely,



Mary Redding
Business Manager



WE ARE SAVANNAH CHRISTIAN PREP



SAVANNAH CHRISTIAN PREPARATORY SCHOOL

P.O. Box 2848, Savannah, GA 31402-2848

912-234-1653, Fax: 912-234-0491

savcps.com

2015-2016

Grades 6-12

Re-Enrollment Application and Financial Contract

The NON-REFUNDABLE Registration Fee (\$350 if paid by March 16th; \$550 after March 16th) must accompany each application. Re-enrollment deadline is Monday, March 16th to reserve a place for your child. Application must be completely filled out to be processed.

Student ONE FORM PER STUDENT - PLEASE PRINT

Date _____ Grade in 2015-2016 _____

Name _____ Last First Middle Preferred

Home Address _____ Street City State Zip Code County

Home Phone _____ Date of Birth _____

Father/Guardian Mother/Guardian

Name (Rev./Dr./Mr.) _____

Cell Phone Number _____

Home Address (only if different from student's) _____

Email Address _____

Occupation _____

Place of Employment _____ Owner

Work Phone Number _____

Graduate of SCPS No Yes Year _____

Name (Dr./Mrs./Ms.) _____

Cell Phone Number _____

Home Address (only if different from student's) _____

Email Address _____

Occupation _____

Place of Employment _____ Owner

Work Phone Number _____

Graduate of SCPS No Yes Year _____

Other/Guardian Other/Guardian

Name _____

Home Address (only if different from student's) _____

Cell Phone Number _____

Email Address _____

Graduate of SCPS No Yes Year _____

Name _____

Home Address (only if different from student's) _____

Cell Phone Number _____

Email Address _____

Graduate of SCPS No Yes Year _____

Siblings Transportation/Yearly Lunch Tickets

Please list each sibling attending SCPS

Name _____ Grade _____

Name _____ Grade _____

Name _____ Grade _____

Office Use Only: RF _____ FC _____ BB _____

*Transportation Request: (standard or one-way)

Savannah Area Midway/Richmond Hill

Pt Wentworth/Effingham/SC Shuttle Campus-to-Campus Shuttle

If pick-up and/or drop-off are different from home address, complete (Pick-up/drop-off changes are made ONLY IF they fit the existing routes):

A.M. Pick-up _____

P.M. Drop-Off _____

*Yearly Lunch Tickets: Yes No *See fee sheet for details.

STUDENT PLEDGE

I hereby apply for re-enrollment to Savannah Christian Preparatory School. If accepted, I will cooperate with the spirit and regulations of the school. I will cheerfully maintain prescribed standards of DRESS AND CONDUCT, including the wearing of proper uniforms and total abstinence from the use or possession of tobacco, drugs, drug paraphernalia, alcohol or weapons. In signing this application, I am giving the school assurance that I understand and will abide by these requirements.

Date _____ Signed _____

USE OF STUDENT'S IMAGE

I understand that my child may be included in photographs, vidoetapes, audio tapes or other recordings to be used for school and general promotional purposes, including the SCPS website and social media outlets. I give the SCPS administration permission to use such photographs, video tapes, or other recordings of my child for purposes of promoting the school as it may see fit. YES NO

A blank response will be interpreted as "yes".

To complete a "no" response a recent photo, for identification purposes, must be attached to this application.

FINANCIAL CONTRACT FOR RE-ENROLLMENT

Both parents, guardians, or other responsible persons should read all of the provisions of this Contract, complete the required information, and sign and return the Contract to the School Office together with the Registration Fee (\$350 by March 16th: \$550 after March 16th).The Registration Fee is non-refundable. A student is accepted for enrollment when the Contract and Registration Fee have been delivered to the School and dated. A copy of the accepted Contract will be returned upon your request. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective.

In consideration of the acceptance of this Contract by Savannah Christian Preparatory School, the undersigned agree to pay the required TUITION and any additional fees incurred and agree to be bound by the provisions of this Contract. So long as tuition and fee payments are not delinquent, tuition payments are due no later than the dates listed on the fee sheet. Re-enrollment is conditioned upon the following terms:

- Successful completion of the current academic year and in good financial standing with the school.
- A **non-refundable Registration Fee** (\$350 by March 16th: \$550 after March 16th) must be attached to this Contract.
- Your obligation for the Tuition is incurred when the student begins school; however, tuition payments must be received on or before due dates as outlined in the School's Fee Sheet. A \$200.00 late fee will be assessed on accounts not paid by June 1, 2015. The terms and provisions outlined in the Fee Sheet are included as part of this Contract by reference.
- Tuition for students entering school after the start of the school year will be as follows:

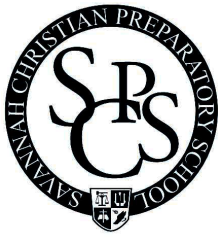
	<u>Grades 1-12</u>
Enrolling during the 1st quarter – full tuition	\$8,167
Enrolling during the 2nd quarter – ¾ tuition	\$6,126
Enrolling during the 3rd quarter – ½ tuition	\$4,084
Enrolling during the 4th quarter – ¼ tuition	\$2,042
- If an account becomes past due, the student may be withheld from classes until the delinquency is paid. If the delinquency is not paid within an additional 30 day period, the student will be dismissed.
- If the student(s) withdraws for any reason (voluntarily or involuntarily)**, tuition is owed for the month(s) enrolled plus two additional months. For this purpose, a month is 20 school days. If the student(s) rides a bus and withdraws or cancels transportation for any reason (voluntarily or involuntarily), the transportation fee is owed for the month(s) enrolled plus two additional months. The obligation for tuition and/or transportation will not exceed the yearly fee. The appropriate credit(s) will be applied to the student's account and a refund check will be issued when applicable.
- The obligation to pay tuition and fees in accordance with School policy is unconditional.
- The School is entitled to be reimbursed for any attorney's fees and costs incurred in the collection of any unpaid balance.
- Report cards, test results, diplomas, and transcripts are held until all tuition,fees, and other obligations to the school are paid in full.
- NEW Payment Plans:** One must be selected.
 - Plan A (lump sum payment): Due before May 15, 2015, for a \$75 discount.
 - Plan B (monthly payments): On-line ACH Checks/credit card payments must be finalized before May 15, 2015. Electronic payments require completion of a "subscription together with a digital signature" through the School's web-based tuition portal. Payments are processed June, 2015, through May, 2016, on the 1st or 5th of each month; account balances must be paid in full no later than May 6, 2016. **Payments processed manually incur a \$25 per month convenience fee. Credit card payments incur a "subscription charge" of up to 2.75%.** Forms and instructions will be mailed at a later date.

Student will be removed from school roll if payment is not remitted by stated deadlines. If space is still available, tuition payments may be accepted after June 1, 2015; however, a \$200 late fee per child will be assessed.
- Signing this Contract indicates acceptance of the above terms. It also indicates acknowledgement of this Contract with Savannah Christian Preparatory School herein referred to as "School".

Bill to: _____
Street Address _____ City _____ State/Zip _____

Both signatures required.

Date Received by SCPS: _____ By: _____
Date _____ Signed _____ Relationship to student _____
Father/Guardian or Responsible Person
Signed _____ Relationship to student _____
Mother/Guardian or Responsible Person



TUITION FOR RE-ENROLLING STUDENTS GRADES K-12 2015-2016 SCHOOL YEAR

TUITION	<p>Grades 1-12: \$8,167</p> <p>Kindergarten Full Day Program: \$8,067</p> <p>Kindergarten Morning Program: \$4,920</p>
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REGISTRATION FEE	<p>Registration Fee (Non-Refundable):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">\$550 (1st child)</td> <td style="width: 33%;">\$500 (2nd child)</td> <td style="width: 33%;">\$450 (3rd child)</td> </tr> </table> <p>DISCOUNTS:</p> <table style="width: 100%; border: none;"> <tr> <td colspan="3">Early Registration (before March 16, 2015)</td> </tr> <tr> <td>\$350 (1st child)</td> <td>\$300 (2nd child)</td> <td>\$250 (3rd child)</td> </tr> </table>	\$550 (1st child)	\$500 (2nd child)	\$450 (3rd child)	Early Registration (before March 16, 2015)			\$350 (1st child)	\$300 (2nd child)	\$250 (3rd child)
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DRUG POLICY FEE	<p>Grades 8-12: \$65 (Non-Refundable)</p> <p><i>This fee is for administration of drug testing program.</i></p>
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LUNCH TICKETS	<table style="width: 100%; border: none;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 20%;">Per Ticket</th> <th style="width: 20%;">Groups of 25</th> <th style="width: 20%;">For the Year</th> </tr> </thead> <tbody> <tr> <td>Upper School</td> <td>\$4.50</td> <td>\$112.50</td> <td>\$753.75</td> </tr> <tr> <td>Middle School</td> <td>\$4.30</td> <td>\$107.50</td> <td>\$718</td> </tr> <tr> <td>Grades 1-5</td> <td>\$4.10</td> <td>\$102.50</td> <td>\$683</td> </tr> <tr> <td>Kindergarten</td> <td>\$3.95</td> <td>\$98.75</td> <td>\$657</td> </tr> </tbody> </table> <p>Lunch without a ticket and all take outs are \$5.00.</p> <p><small>The school is not responsible for lost or stolen tickets. Refund requests for unused tickets are honored until January 15, 2016, through the Business Office.</small></p>		Per Ticket	Groups of 25	For the Year	Upper School	\$4.50	\$112.50	\$753.75	Middle School	\$4.30	\$107.50	\$718	Grades 1-5	\$4.10	\$102.50	\$683	Kindergarten	\$3.95	\$98.75	\$657
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TRANSPORTATION	<p>TRANSPORTATION (limited number of routes)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Savannah Area (Standard or One-Way)</td> <td style="width: 20%; text-align: right;">\$1025</td> </tr> <tr> <td>Pt Wentworth/Effingham/SC Shuttle (Standard or One-Way)</td> <td style="text-align: right;">\$1025</td> </tr> <tr> <td>Midway, Richmond Hill (Standard or One-Way)</td> <td style="text-align: right;">\$1035</td> </tr> <tr> <td>Campus-to-Campus Shuttle (Standard or One-Way)</td> <td style="text-align: right;">\$860</td> </tr> </table> <p><small>Due to fluctuating oil prices, the school reserves the right to impose a fuel price surcharge.</small></p>	Savannah Area (Standard or One-Way)	\$1025	Pt Wentworth/Effingham/SC Shuttle (Standard or One-Way)	\$1025	Midway, Richmond Hill (Standard or One-Way)	\$1035	Campus-to-Campus Shuttle (Standard or One-Way)	\$860
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LOWER SCHOOL EXTENDED CARE	<p>Monthly Fees (9 payments August 1, 2015 through April 1, 2016)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Before School Care Only</td> <td style="width: 20%; text-align: right;">\$128</td> <td rowspan="6" style="width: 20%; vertical-align: top; padding-left: 20px;"><i>All extended care is provided on the Chatham Parkway campus; DeRenne Avenue students are shuttled to Chatham Parkway.</i></td> </tr> <tr> <td>After School Care Only</td> <td style="text-align: right;">\$207</td> </tr> <tr> <td>Before and After School Care</td> <td style="text-align: right;">\$230</td> </tr> <tr> <td>Extended Carpool</td> <td style="text-align: right;">\$132</td> </tr> <tr> <td>Drop-In Care (per day)</td> <td style="text-align: right;">\$35</td> </tr> <tr> <td>Holiday Care (per day and includes lunch)</td> <td style="text-align: right;">\$40</td> </tr> </table>	Before School Care Only	\$128	<i>All extended care is provided on the Chatham Parkway campus; DeRenne Avenue students are shuttled to Chatham Parkway.</i>	After School Care Only	\$207	Before and After School Care	\$230	Extended Carpool	\$132	Drop-In Care (per day)	\$35	Holiday Care (per day and includes lunch)	\$40
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SAVANNAH CHRISTIAN Preparatory School

DRUG AND ALCOHOL TESTING POLICY

SCPS reserves the right to request drug and alcohol testing on any student, or on a student suspected of illegal drug and/or alcohol use, or on a student who is in violation of the discipline policy. In the event that Savannah Christian Preparatory School finds it necessary to require a student to undergo a test for alcohol and/or illegal drugs, the following chain of custody must be followed.

1. From the time of request of the test until specimen collection, the student must be in the presence of a SCPS administrator or designee. The student should inform the administrator of any prescription or over the counter drugs that he is using, as these must be considered in the testing procedure.
2. The administrator or his/her designee will accompany the student, in the same vehicle, to the testing facility. Only SCPS approved laboratories may be used.
3. A specimen will be collected by the laboratory's personnel following a proper drug testing protocol. At the time of specimen collection, chain of custody will be turned over to the testing facility.
4. The testing facility will follow proper specimen handling in regard to chain of custody.
5. Test results will be sent directly to SCPS from the testing facility to the requesting principal. The results will be held confidential.

Unexplained positive results will be grounds for dismissal. Refusal to submit to testing will be regarded as a positive test. The student has the right to request confirmatory testing by alternative methodology on a positive sample. SCPS will pay for the screening procedure. If confirmatory testing is requested, payment is the responsibility of the student. Confirmatory testing will be done at the same laboratory as the original screen and on the original sample, i.e. the sample that screened positive.

RANDOM STUDENT DRUG TESTING POLICY

Purpose:

The SCPS Student Drug Testing Policy is designed to protect and maintain the health and integrity of our students as well as provide for a drug free and enhanced learning environment. This policy and its procedures will allow SCPS to partner with its families to assist them in protecting their children from the psychological and physical dangers of drug use.

Testing:

The Upper School Student Body and the Middle School's Eighth Grade Students will be subject to random drug testing during the school year on a schedule selected by the administration. In addition, all Upper School students (Grades 9-12) competing on athletic teams will be drug tested during their respective season.

Anonymity:

Students will be assigned a student identification number and those numbers will be utilized in contact with the selected testing service. The service will not be aware of any student identity during the initial testing procedure. Upon receipt of a positive result, the service will have to receive contact information from the school regarding the student to review the student's medical history in order to insure that the result is not a "false" result.

Procedure - Student Body (8th - 12th Grade)

The testing of students will be conducted by a professional testing service selected by the SCPS Administration. On a selected day for testing, a group of students will be selected in a random manner by said testing service. The selected testing service will oversee the testing on the given day with the support and assistance of the SCPS staff and faculty.

The testing service will complete the tests and report the result of the tests to the respective school principal or principal's designee. On the day that a student is tested, a letter will be given to the student to take home advising his/her parent(s) that he/she has been randomly tested on that day.

Procedure: Athletes (Upper School Only)

The testing of students will be conducted by a professional testing service selected by the SCPS Administration. On the selected testing day, all student athletes on the selected team will undergo drug testing. The selected testing service will oversee the testing on the given day with the support and assistance of the SCPS staff and faculty.

The testing service will complete the tests and report the result of the tests to the respective school principal or principal's designee.

Types of Test

The primary means of testing for SCPS will be urinalysis. SCPS reserves the right to use which ever test it deems appropriate to the needs of the school.

As a minimum, substance testing shall be performed for amphetamines, cannabinoids, cocaine, phencyclidine, and opiates. Other substances may be added to the panel by Savannah Christian.

Communication of Results

The parents of those students receiving a positive result will be contacted as soon as the principal receives the results.

Refusal to take the Test

On the selected test day, the refusal of a student to take a drug test will result in dismissal from Savannah Christian Preparatory School.

Consequences:

A Positive Test Result by a student will result in the following:

1. Within one week of parental notification of a confirmed positive result, the student must be enrolled in a drug counseling program approved by Savannah Christian Preparatory School. (Cost of counseling will be the expense of the parents.)
2. Upon confirmation of a positive result, the student will be removed from all extracurricular activities and a suspension from all such activities will run for 120 calendar days.
3. The student who receives the positive result will then subsequently be tested on a more routine basis for the next six months. If the student subsequently tests positive during said six month period, the student will be dismissed from Savannah Christian Preparatory School. (Cost of this testing will be the expense of the parents.)

Refusal to undergo the above consequences will result in dismissal from Savannah Christian Preparatory School.

Drug and Alcohol Testing Policy Consent Form

We, the undersigned, have read the SCPS Drug and Alcohol Testing Policy and understand the Policy, its procedures and fee. We understand that enrollment in Savannah Christian Preparatory School is contingent on acceptance of and conformance to this policy and fee. We agree to this policy and its procedures including the random drug and alcohol testing of a student during the student's enrollment at Savannah Christian Preparatory School.

Student

Date

In addition to the above statement, we the parents understand that our child will be drug and alcohol tested and we consent to any test given during the school year.

Parent

Date

Parent

Date

RAIDER REWARD FAMILY REFERRAL PROGRAM

SCHOOL YEAR 2015-2016

The Savannah Christian Preparatory School Family Referral Program is designed to thank current families for their valued investment in the The Savannah Christian Preparatory School (SCPS) community. We want to honor current SCPS families who actively share about our amazing school.

Program Description

Currently enrolled SCPS families will receive up to \$500 tuition credit for each new family referral that enrolls at SCPS for the 2015-2016 school year and re-enrolls for the 2016-2017 school year. The incentive reward **does not** apply to new students of returning families or students that have applied and/or attended SCPS in the past.

SCPS Referring Family Criteria

- The SCPS Referring Family must have attended SCPS for the 2014-2015 school year and be enrolled at SCPS for the 2015-2016 school year.
- Raider Reward New Student Referral Application must be completed **and** signed by the Prospective New Family, designating the allocation of the Raider Reward tuition credit.
- It is the Referring Family's responsibility to be sure that the Prospective New Family includes the Raider Reward New Student Referral Application with their application to SCPS. Referrals will NOT be made retroactively.
- If the Referring SCPS Family withdraws from SCPS prior to May 30, 2016 the credit is forfeited.

Program Details

- The new student must begin the 2015-2016 school year. At this time half of the Raider Reward will be credited to the SCPS Referring Family's tuition account. The remainder Raider Reward will be credited to the SCPS Referring Family's tuition account when the referred student begins the 2016-2017 school year. Tuition credits will be given in August 2015 and August 2016.
- The Raider Reward tuition credit can **only** be applied towards tuition.
- Raider Reward New Student Referral Application must be submitted **with** the New Student Application.
- Enrollment of the new students and families is subject to the standard SCPS enrollment process.
- There is no limit to the number of families that a SCPS family may refer; however, the total amount of tuition credits any SCPS family can earn under the Raider Reward Family Referral Program is limited to their total tuition less any combined discounts and financial aid for the 2015-2016 school year.
- Raider Rewards for referrals are subject to availability. Meaning, if there are no open seats in a classroom for a student you refer the referred student will be placed in a waiting pool. There will be no Raider Reward given unless a seat becomes available and the student begins SCPS.
- SCPS Referring Families with enrolled students can choose to allocate their Raider Reward as follows:
 - ◇ Accept the tuition credit.
 - ◇ Designate the tuition credit to the Raider Reward Financial Aid Fund.
- Employees of SCPS without currently enrolled students are eligible for Raider Rewards. Since the Raider Reward is strictly tuition credit, they can designate the tuition credit to the Raider Reward Financial Aid Fund.

Tuition Credit

- Raider Reward credit will be applied directly to family accounts in August 2015 and 2016.
 - ◇ Families who pay by automatic withdrawal will receive a credit adjustment to their August payment.
 - ◇ Families who pay their tuition in full before the school year begins will receive the Raider Reward in the form of a tuition refund check.
- No Raider Reward is redeemable for cash.

Thank you for your referral to Savannah Christian Preparatory School! Every effort has been made to be clear; however, if an interpretation is to be made, the school administration reserves that right. Please contact Debbie Fairbanks, Director of Admissions if you have any questions.

SCPS RAIDER REWARD NEW STUDENT REFERRAL APPLICATION

This form must be completed by the New Family
and submitted **with** the New Student Application.

SCPS REFERRING FAMILY (please print)

Name: _____

Phone #: _____ Email Address: _____

How did this family influence your decision to apply to SCPS? _____

PROSPECTIVE NEW FAMILY (please print)

Name: _____

Phone #: _____ Email Address: _____

PROSPECTIVE NEW STUDENT(S):

Name: _____ Grade 2015-2016: _____

Name: _____ Grade 2015-2016: _____

Name: _____ Grade 2015-2016: _____

Name: _____ Grade 2015-2016: _____

Signature

Date

Please call Debbie Fairbanks, Director of Admissions, 912-234-1653 ext. 106, if you have any questions.