



The Carver Academy

217 Robinson Place San Antonio, Texas 78202
Phone (210) 223-8885 Fax (210) 223-8970
www.thecarveracademy.org

Parent-School Agreement

The Carver Academy hereby enters into this agreement with the following understanding that TCA parents will:

- ◆ Pledge to follow The Carver Code and to consistently uphold the school in prayer.
- ◆ Pledge to follow scriptural principles and bring any and all questions and areas of concern to the persons involved for proper consideration.
- ◆ Agree to pay all fees and tuition payments due on a timely basis. Furthermore, understands that being delinquent in payments due is sufficient grounds for student withdrawal.
- ◆ Agree to pay all late fee charges.

The Carver Academy reserves the right in its sole discretion to dismiss or otherwise discipline any student who does not meet the behavioral and/or academic standards of the Academy, or whose conduct at any time or place interferes with the Academy program or operations or brings discredit to the Academy.

We have read this agreement and hereby agree to its terms.

Parent Signature

Date

Administrative Signature

Date



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Financial Policies

New Enrollments: Families new to TCA are required to pay a \$200 student deposit and a \$70 student supply fee at the time of contract signing. Once enrolled, the payments are non-refundable.

Payments: Tuition is billed in accordance with the option plan chosen on the student contract. Families can choose to pay tuition on a 10-month payment plan, four-month payment plan or can make one annual payment due by August 15th.

- ◆ Fees and charges for tuition are due and payable as specified in the Tuition Schedule regardless of days of attendance and if any portion of tuition fees and charges due are not paid by the dates listed in the attached schedule, such payment may be considered late and in default of fulfilling the student contract.
- ◆ Families will be charged a \$25.00 late fee for amounts received after the 20th of the month.
- ◆ The Academy may suspend a child from class and participation in Academy activities or withhold a child's report card if ANY fees and/or charges are due and unpaid and that such suspension shall not relieve the family of any obligation to make overdue payments and/or charges.
- ◆ Should a check for fees or charges be returned for any reason an additional \$10.00 fee will be incurred.
- ◆ A 2.5% handling charge will be added to the amount of all payments processed by credit cards.
- ◆ Should a family choose to pay tuition fees and charges in a payment plan then an additional \$30.00 handling fee per tuition year will occur.

Refunds: Fees are all non-refundable. Application fees are active for one school year and must be submitted each time a child re-applies.

Early Withdrawals: Unless the enrollment contract is cancelled in writing and delivered to the Head of the Academy on or before the Cancellation Date of April 1, 2010, it is understood by the parent(s)/Guardian(s) that a contractual obligation exists to pay the full tuition and fees, and that there shall be no refund of the enrollment deposit. Upon written cancellation by that date, the Academy shall refund the prepaid enrollment deposit of \$200.00.

Late Payments: It is critical that payments be made in a timely fashion. Therefore, the following guidelines have been established:

- ◆ Payments are due on the 15th of each month.
- ◆ A late fee of \$25.00 will be charged after the 20th of the month.
- ◆ The Academy may suspend a child from class or withhold a child's report card if ANY fees and/or charges are due and unpaid.

Scholarships: Scholarship opportunities are available to all that qualify. Families desiring financial assistance are encouraged to apply; however, the financial request form and copies of required documents must be completed and submitted at the time of application.

I/we understand the financial policies of The Carver Academy and agree to abide by all of them.

Parent Signature

Date



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ACADEMIC REFERENCE

Academic Recommendation for _____

The above student has made an application for admission to The Carver Academy. The Carver Academy offers elementary-age children a challenging academic program featuring small classes, leadership opportunities, and a nurturing family-like environment based upon the foundation of Judeo-Christian scripture. The Carver Academy welcomes children regardless of race, creed or financial status.

The information you provide is confidential and will be used only in the selection of candidates. **Please return this form directly to TCA in a sealed envelope or by fax.** Thank you in advance for your time.

Name of person completing this form: _____

How long have you know this student? _____

What is your relationship to the student? _____

Please rate the applicant according to your personal experience with him/her:

	Superior	Above Avg.	Average	Weak	Inadequate	Unknown
Personal integrity						
Respect for authority						
Ability to get along with peers						
Acceptance of responsibility						
Reaction to criticism						
Cooperation						
Maturity						
Self-discipline						
School attendance						

Based on my personal knowledge of the applicant and family:

- I recommend this family without reservation.
- I recommend this family with reservation.
- I cannot recommend this family at this time.

Additional comments: _____

Signature: _____ **Date:** _____

The Carver Academy

RECORD REQUEST FORM

DATE: _____

I hereby request that permanent record information (including attendance records, transcripts of grades, testing information, health records, special education records, birth certificate, and a copy of the most recent report card) be released to:

The Carver Academy
217 Robinson Place, San Antonio, TX 78202
Telephone: (210) 223-8885 • Fax (210) 223-8970
Attention: Office of Admissions

Full Name of Student for which information is requested

Date of Birth

Present Grade

Signature of Person Requesting Records

Parent/Guardian Signature

NAME AND ADDRESS OF SCHOOL FROM WHICH INFORMATION IS REQUESTED:

Name of School

Street or P.O. Box

City

State

Zip

PLEASE NOTE: According to the final regulation-Family Educational and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records for the purpose of enrolling in school.

If you are unable to comply with this request, please advise us of the conditions you require.