



1958 N. Road Street
Elizabeth City, NC 27909
newlifeacademyec.com

(252) 335-5812 office

nlacademyoffice@gmail.com

STUDENT ENROLLMENT

Student Name: _____ **Date:** _____

Grade expected to enter (circle one):

PK-4 K 1 2 3 4 5 6 7 8 9 10 11 12

Student's Last Name: _____ First: _____ Middle: _____

Address: _____ City: _____

State: _____ Zip: _____ Previous school attended: _____

Birth date: ____/____/____ Birth Place: _____ Age: _____ Sex: M / F

Choose one: Father Stepfather Guardian

Name: _____ Living with child: Yes No

Home Address: _____ Deceased Divorced

Employer: _____ Home Phone: _____

Occupation: _____ Work Phone: _____

Email: _____ Cell Phone: _____

Choose one: Mother Stepmother Guardian

Name: _____ Living with child: Yes No

Home Address: _____ Deceased Divorced

Employer: _____ Home Phone: _____

Occupation: _____ Work Phone: _____

Email: _____ Cell Phone: _____

If the child is not living with both legal parents, please attach a copy of the legal document pertaining to custody.

EMERGENCY AND MEDICAL INFORMATION

Students Full Legal Name: _____ Date: _____

Date of Birth: _____

Does your child have any known allergies or other health conditions? Yes No

If yes, please describe:

Does your child have any physical handicaps or other conditions that might affect his or her school work, including physical education? Yes No

If yes, please describe:

Does your child have any evidence of hearing or vision difficulties? Yes No

If yes, please describe:

Does your child take any prescription medications? Yes No

If yes, please name the medications:

Will these be administered during school hours? Yes No

Family Doctor: _____ Phone: _____

Preferred Hospital: _____

Health Insurance Company: _____

Action Plan and Permission to Administer Medication Form Filled out? Yes No

Please note that if your child has medication they require to take during school hours you will need to fill out the Permission to Administer Medication form. All medication has to be turned into staff to be locked up for health and safety reasons.

If your child needs to carry and/or leave an epi-pen or inhaler in the classroom an action plan will need to be filled out as well.

Parent/Guardian Signature: _____ Date: _____



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Financial Agreement

Payments: Payments may be made by cash, check, or money order made out to New Life Academy. Payments are due on the first of each month (Aug. – May). ***The total tuition is broken into 10 monthly payments for your convenience.*** Payments not received in the drop box by the 1st of each month will incur a \$25.00 late fee.

Delinquency: Any tuition payment not received by the payment due date or within the 5 day grace period, will be considered delinquent. Parents will be notified in writing that their account has become delinquent and that they must respond or make a payment within 5 days. Failure to respond to the delinquency notice and/or balance not paid will result in the student's suspension from school. The student will not be able to return until the account is paid. Parents can submit, in writing for approval, an alternative payment plan, or request financial assistance in writing. The student may remain in attendance while the request is under review. If an alternative payment plan is approved, it is the parent's responsibility to make payments per the agreement. Missed or late payments will result in a suspension. *Student exam waivers, final report cards, and student transfer record requests will be withheld for non-payment of tuition. All accounts must be paid in full by June 5th.* No student will begin a new school year unless the previous year's account is paid in full.

Please see and sign Tuition & Financial Responsibility Agreement on Page 8



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MEDIA RELEASE FOR STUDENTS

From time to time schools are asked by the media to interview and/or photograph students as part of coverage of positive school events. To allow that to happen we need to have the permission of the students' parents or guardians. By checking the "grant" box and signing your permission on this form, you are indicating that you are agreeing to allow the use of such materials for the present school year. Please sign and return this form to your child's teacher.

I hereby (please check one box)

- grant** permission
- do not** grant permission

for **New Life Academy** to publish, copyright, or use all films, photographs, computer-generated imagery, and printed and spoken words in which my son/daughter is included, whether taken by staff, students, or others. I further agree that the school can use these photographs, films and words for any exhibitions, displays, web pages and publications, without reservation or compensation for the school year.

Student Name _____ Grade _____

Parent Name _____

Parent Signature _____ Date _____

(Parent/Guardian Release – For School Use)



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PICK-UP AUTHORIZATION FORM

I hereby authorize these individuals to drop off or pick up my student, _____
(Student name)
from New Life Academy during school hours.

Parent/Guardian Signature

Date

Name _____

Phone Number

Relationship to student

Name _____

Phone Number

Relationship to student

Name _____

Phone Number

Relationship to student



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STUDENT HANDBOOK ACKNOWLEDGEMENT

I have read, acknowledged and understand the policies and procedures of *New Life Academy* as presented in the **Student Handbook** on the school's website, www.newlifeacademyec.com.

I have reviewed these policies and procedures with my child/children.

Student Name

Grade

Parent Signature

Date

Print Name



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End of the Year Testing

The state of North Carolina requires end of grade testing for students in grades 3, 6, 9, and 11. New Life Academy will be using a standardized test at the end of the school year. Students will be tested on general content knowledge in various subject areas. *This is not an EOG and is not used to determine retention or promotion.* If you would like for your child to be tested and they are not in the grades required to test, a fee of \$200.00 will be assessed. Please notify the school's office to make arrangements. This is a mandatory test for all students in grades 3, 6, 9, and 11. If your child is unable to test during the designated week, it is the parent's responsibility to find an outside testing facility to test at a later date. All test scores will need to be provided to the school for student records. If your child is the recipient of the Opportunity Scholarship and are in grades 3rd and above, they will need to be tested. The testing fee will be waived.

I have read and acknowledge the above information explaining New Life Academy's standardized testing procedures. I also understand if I would like my child to be tested and they are not in grades 3, 6, 9, and 11 a \$200.00 testing fee will be assessed. If my child is unable to test during the designated testing week, it is my responsibility to have him/her tested in an outside facility and submit all test scores for student records.

Student Name _____ Grade _____

Parent Signature _____ Date _____

Parent Name _____



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Tuition & Financial Responsibility Agreement

This form serves as a formal financial agreement between **New Life Academy** and the undersigned Parent/Guardian regarding tuition responsibility for the following student(s):

Student Name(s): _____

By enrolling your student at New Life Academy, you acknowledge and agree to the terms outlined below.

Tuition is **required upon enrollment**. Enrollment constitutes acceptance of a **binding financial obligation for the full academic year**, regardless of whether the student attends New Life Academy for the entire year. The full annual cost of tuition is owed and may be paid either **monthly**, according to the school's tuition schedule, or **in full annually**, if elected.

This obligation remains in effect even if the student withdraws, is dismissed, or otherwise stops attending New Life Academy for any reason. **Non-attendance does not release the Parent/Guardian from financial responsibility**, and no refunds or reductions will be issued once enrollment has occurred.

If your student receives the **North Carolina Opportunity Scholarship**, funds are generally issued directly to New Life Academy.

However, please understand that the tuition agreement is **solely between you and New Life Academy**. Scholarship funding does not replace or transfer your financial responsibility. Please see Student Handbook for Military exceptions.

In the event that scholarship funds are delayed, reduced, revoked, discontinued, or do not cover the full tuition amount, the Parent/Guardian remains **fully responsible for the remaining balance**.

Failure to meet tuition obligations may result in actions including, but not limited to, withholding of student records, suspension or termination of enrollment, and referral to collections or legal action as permitted under North Carolina law.

This agreement shall be governed by and construed in accordance with the laws of the **State of North Carolina**. This letter represents the entire agreement regarding tuition and financial responsibility and supersedes any prior written or verbal understandings.

By signing below, you acknowledge that you have read, understand, and agree that **tuition is required upon enrollment and is a binding, full-year financial obligation**, regardless of attendance.

ACKNOWLEDGMENT & SIGNATURE

I acknowledge and agree to the terms outlined in this Tuition & Financial Responsibility Agreement.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

NOTARY ACKNOWLEDGMENT

State of North Carolina

County of _____

On this _____ day of _____, **20** _____, before me, a Notary Public for the State of North Carolina, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed the same for the purposes therein stated.

In witness whereof, I hereunto set my hand and official seal.

Notary Seal:

Notary Public Signature: _____

Printed Name: _____

My Commission Expires: _____