

REGISTRATION & GENERAL INFORMATION

Registration Checklist for New Students

1. Fully completed Medical and Insurance Information form
2. A \$200 non-refundable deposit per family is required at the time of registration. Check payable to NCCS.
 - The \$200 non-refundable deposit **will** be applied to your 2020-21 tuition if **ALL** registration materials are completed and returned to the school office within 2 weeks of acceptance.
 - The \$200 non-refundable deposit will not be applied to your 2020-21 tuition if your registration materials are incomplete or are received more than 2 weeks after acceptance.
3. Fully completed Tuition Payment form
4. Signed and/or Initialed Student Covenant and Parent Covenant form
5. Fully completed Medication Permission form
6. Fully completed online FACTS account (if not paying tuition in full)
7. Fully completed Parent Permission for Release of Records

Registration is not considered complete until all this information is on file.

Grades Offered

New Covenant Christian School serves students from K4 Kindergarten – 12th grade.

School Calendar Year – School Days

First day of classes will be Tuesday, September 8, 2020. This is a half day with an evening ice cream social/family meeting for all families, including K4 & K, in the evening at 7pm. The first day of classes for K4 & K will be Wednesday, September 9, 2020.

Graduation will be in June TBD

Normal school days are Monday through Friday from 8:30am – 3:00pm

Half days are scheduled from 8:30am – Noon

K4 Kindergarten meets Monday, Wednesday, and Friday from 8:30am – 11:30am

K5 Kindergarten meets Monday, Wednesday, and Friday from 8:30am – 3:00pm

If you cannot find the answer to your questions in this packet, feel free to visit our website at www.nccswarriors.org or contact the school office at 517.323.8903. Summer hours vary.



Call: 517.323.8903
Visit: nccswarriors.org
Fax: 517.323.0421

Mailing Address:
PO Box 80737
Lansing, MI 48908

Site Address:
4415 W. St. Joseph Hwy.
Lansing, MI 48917

EMERGENCY CONTACT & MEDICAL INFORMATION 2020-21

OFFICE USE ONLY

REG. PAYMENT _____
 MEDICAL FORM _____
 PARENT COV _____
 STUDENT COV _____
 MED PERM FORM _____
 START DATE _____
 FULL PAY _____
 RECORDS RELEASE _____
 REFERRAL DEC _____
 PAPERWORK DUE DATE _____
 CREDIT REG. DEPOSIT TO TUITION _____

Student Last Name, First Name	Date of Birth	2020-21 Grade	Gender
<i>Allergies or medical conditions, special protocol or activity restrictions</i>			<i>Date of last tetanus</i>
Student Last Name, First Name	Date of Birth	2020-21 Grade	Gender
<i>Allergies or medical conditions, special protocol or activity restrictions</i>			<i>Date of last tetanus</i>
Student Last Name, First Name	Date of Birth	2020-21 Grade	Gender
<i>Allergies or medical conditions, special protocol or activity restrictions</i>			<i>Date of last tetanus</i>
Student Last Name, First Name	Date of Birth	2020-21 Grade	Gender
<i>Allergies or medical conditions, special protocol or activity restrictions</i>			<i>Date of last tetanus</i>

Student Address	City	State	Zip Code
Mom/Guardian's Name	Home Phone	Cell Phone	Work Phone
Dad/Guardian's Name	Home Phone	Cell Phone	Work Phone
Emergency Contact Name/Relationship	Home Phone	Cell Phone	Work Phone
Emergency Contact Name/Relationship	Home Phone	Cell Phone	Work Phone
Family Doctor or Pediatrician	Office Phone		
Family Dentist	Office Phone		

STUDENT MEDICAL INFORMATION

Medical Insurance Company Name		
Policy No.	Group No.	Office Phone
Dental Insurance Company Name		
Policy No.	Group No.	Office Phone

WAIVERS: The health history above is correct so far as we/I know. We/I hereby give our/my permission to the physician, nurse, or dentist selected by NCCS, its officers, employees, agents, and volunteers, to secure medical and dental aid as required for illness or injury under a physician's orders, including transportation to and from the necessary facilities.

We/I, also give permission for the above-named student(s) to attend all regularly scheduled field trips and off-campus school activities and release all school staff and volunteers from legal responsibility for injuries at school and in school activities.

We/I, the parent(s) of _____, do hereby allow New Covenant Christian School (NCCS), a Michigan non-profit organization, to photograph or videotape the above mentioned child(ren) in or about the premises and during the course of school activities either on or away from campus to be used in conjunction with NCCS website, yearbook, newspaper articles or other publications or circumstances resulting in public viewing of said photographs or videos. We/I expressly waive any and all rights to compensation and/or royalties, etc., for the use of said photographs or videos.

Signature of Parent/Guardian _____ Date _____



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STUDENT COVENANT

Carefully read this before signing. **High School students need to read and sign BOTH sections.** Please review the *Parent-Student Handbook online at www.nccswarriors.org (NCCS Family, For Parents, Parent-Student Handbook tabs).* Hard copies are also available in the office.

Recognizing that I do so in the sight of God, I covenant to abide by the standards set forth in the New Covenant Christian School Handbook. This covenant is a four party agreement between God, my parents, the school, and me. I have carefully read and discussed this Handbook with my parents and am choosing to obey all rules and regulations. Because Jesus Christ is my personal Savior and Lord, I realize that all aspects of my lifestyle are to be a reflection of His life lived out through me. I choose to acknowledge and walk in His Lordship in all areas of my life. I choose to allow His Word to be the final authority in my life and to honor Him by walking in obedience to my parents/guardians. I am under the authority of my parents/guardians. I will abstain from smoking, drinking, use of drugs or profanity, sexual misconduct, or doing anything which would reflect that Jesus is not Lord of my life.

I will do my best to work up to my God-given ability as a student and will maintain a cooperative attitude as a student at New Covenant Christian School. The faculty, staff, students, and parents will receive my respect/ obedience at all times. I will follow Biblical standards in all my relationships. I will follow God's Word in Matthew chapters five and eighteen and thus will participate in no unbiblical communication. I understand that attending New Covenant Christian School is a privilege afforded me by the Lord Jesus Christ, New Covenant Christian Church, and my parents/guardians. I understand that failure to abide by the standards of New Covenant Christian School may result in my dismissal.

I, being a student in **grades 5 through 12**, have carefully discussed the Handbook with my parents/guardians. In the fear of the Lord, I make this Covenant.

Signature of Student _____ Date _____

Signature of Parents/Guardians _____ Date _____

As a student in **grades 9 through 12 only**, I acknowledge that because Jesus Christ is my personal Savior and Lord I have obeyed His Word by having been water baptized or by actively pursuing preparation to be baptized. I desire to be a growing disciple of the Lord Jesus Christ. As evidence of my relationship with Jesus, I am committed to weekly attendance at worship services at a Bible-believing church and to regular study and application of God's Word.

Signature of Student _____ Date _____

Signature of Student _____ Date _____

Signature of Parents/Guardians _____ Date _____



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PARENT COVENANT

Please read carefully. Initial after each statement and sign at the bottom.

We have read and discussed the statements of faith, philosophy, purpose, and Parent-Student Handbook of NCCS and are able to view NCCS as an extension of our home. We agree to the standards set forth in the Student Covenant and choose to lead our child(ren) in holy living by both example and direct instruction. We will follow Biblical standards in our relationships with the school.

**Initials of
Father/Mother**

- We, as parents, agree to accept and instruct our child(ren) in all regulations of the school. I will follow God's Word in Matthew chapters five and eighteen and thus will participate in no unbiblical communication. _____/_____
- We hereby invest in the school the authority to discipline our child(ren) as necessary. We further agree to cooperate and discipline our child(ren) in the home as needed. _____/_____
- We pledge to pay our financial obligations to the school regularly and on time and understand that late fees will be assessed when payment has not been made by the due date. We understand that failure to pay tuition within 30 days of the due date may result in the removal of our child(ren) from NCCS. We understand that assessments will be made to cover any damage to school property (i.e., the breaking of windows, abuse of equipment, etc.). _____/_____
- We understand that New Covenant Christian School reserves the right to return any student who refuses to comply with regulations and discipline back to his/her parents. _____/_____
- We agree to support the academic standards of New Covenant Christian School by providing a quiet place at home for study and by encouraging our child to complete assignments and homework. _____/_____
- We, as parents, agree to actively participate in the school's parent organization by attending, insofar as possible, all required meetings, and supporting the activities and programs sponsored by the Parent-Teacher Coalition. _____/_____
- We understand that tuition alone cannot cover the cost of a quality education at New Covenant Christian School, and we agree to raise a minimum of \$500 through fundraising participation or pay the equivalent. **Note:** This is not a tax-deductible donation. _____/_____

By initialing above and signing below, we state that we have read this Covenant and agree thereto:

Signature of Father _____ Date _____

Signature of Mother _____ Date _____



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MEDICATION PERMISSION

For Prescription and Non-prescription Medication

To: New Covenant Christian School Office Staff

Student Name: _____

****Please fill one out for each child****

Option 1: Please call before any medication is administered to my child.

Call _____ at _____ first.
(name of guardian) (phone number)

Call _____ at _____ second.
(name of guardian) (phone number)

OR

Option 2: Please allow my child to take the following medications per bottle dosage recommendations:

Tylenol

Ibuprofen

Cold medicine

Asthma Inhaler

(Please list other medication(s) and dosages, such as prescriptions, that the student is allowed to take)

Signature of Parent/Guardian _____ **Date** _____

Special instructions regarding prescription medication:

PLEASE NOTE: All medication must be kept in the school office.

Parental permission is required before any medication will be dispensed.



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REFERRAL CREDIT DECLARATION FOR TUITION DISCOUNT

Credit Applied to 2020-21 School Year Tuition

As a new family registering at New Covenant Christian School for the first time, you may declare a person (or persons) who referred you to us. (This would be someone who told you about New Covenant and/or helped you to get connected with us.) This referral will give them a tuition discount of \$300 for the second semester of the 2020/21 school year for 1st -11th grade new students or \$150 for K4/K new students *and* if the following criteria are met:

1. Your child(ren) is/are enrolled full-time at New Covenant;
2. Completes one full semester; and
3. Full tuition is paid.

There is no one person (or family) that helped me connect to New Covenant Christian School.

The name of the person (or family) that referred me to New Covenant Christian School is _____ and I would like him/her/them to receive the tuition discount.

Your Name: _____

Date: _____

If you have any questions concerning the referral credit process, please call the office at 323.8903.



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TUITION INFORMATION

NCCS is committed to working with our families to make sure that Christian education is accessible for their children; but **ultimately, financing a Christian education is each family's responsibility.** Partial tuition grants may be available for families who are committed to Christian education but are *presently* in need of financial assistance to attend NCCS. Funds are very limited for this. For returning families, application must be received by April 30th. To see if you qualify for a tuition grant, please complete an application online through The Facts Management Company at www.factstuitionaid.com as soon as you apply at the school. There is a \$30 fee for applying for a tuition grant which is in addition to the \$25 school application fee. Based on documented need and available funds, grants **may** be made for **some portion** of a family's tuition bill.

Annual All-Inclusive Tuition (note the tuition credit for K5-12th grade new families!)

Enrolled	K4 Kindergarten	K5 Kindergarten	Grades 1-5 Elementary	Grades 6-8 Middle School	Grades 9-12 High School
First child	\$2500	\$4200	\$6600	\$7200	\$7800
Second child	\$2300	\$3000	\$4600	\$4800	\$5000
Third child	\$2000	\$2000	\$2000	\$2000	\$2000
Fourth child	\$1000	\$1000	\$1000	\$1000	\$1000
Fifth ⁺ child	\$500	\$500	\$500	\$500	\$500

- Tuition rates include all required fees such as registration, PE, fine arts, music, science labs, books, planners, class fees, field trips, Middle School and High School retreats, building fees, etc.
- NCCC tithing members should contact the church business office for your tuition credit assistance.
- International student fee is \$3,000 per year.
- If you choose **not** to take the 2nd, 3rd, 4th, etc. child discount, we will issue you a tax-deductible receipt for the amount of the discount.
- New 1st – 12th grade families receive a \$500 tuition credit during the third quarter after completing the first semester with tuition payments up-to-date. K5 families receive a \$250 tuition credit. Any family withdrawing before the third quarter ends will not receive the discount.

Fundraising Requirement

In addition to tuition, each family will be given a variety of opportunities to fulfill a \$500 fundraising requirement per family/per year. Those families who choose not to participate in the fundraisers may write a check or add the amount to their tuition payment. If the only child enrolled is in K4, the family will be expected to help with fundraising, but there will be no minimum requirement. **If the fundraising requirement is not met or paid in full by the last FACTS payment of the year (May 20,2021), then any fundraising balance owed will be deducted by FACTS on May 28, 2021.**



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Student Registration

A \$200 deposit per family is required at the time of registration. Once all your registration information is complete, this registration deposit will be applied toward your remaining tuition.

Tuition Payment Options

1. **Full tuition payment** is due in the school office by 12 noon on Wednesday, June 24, 2020 (or within 2 weeks of acceptance, if school has not begun) qualifies for a 3% discount. If school has begun, full tuition payment is due upon enrollment in order to receive the 3% discount.
2. **Monthly payments.** If you are not paying tuition in full, monthly payments will be required through the FACTS automatic payment plan (Nelnet Business Solutions). Your payments will be withdrawn on the 20th of the month. Your first payment will begin on the next available cycle. If you enroll between June 10 and August 20, 2020, one month's tuition will be due within 2 weeks of acceptance if school. If you enroll after August 20, 2020, then one month's tuition is due at the time of registration. Regardless of your enrollment date, your last payment will be withdrawn on May 20, 2021. Questions regarding this plan should be directed to the school's Finance Office. This option does **not** qualify for the 3% discount.

Financial Policies Regarding Tuition Refunds

If a family withdraws a student from school after that month's FACTS tuition payment has been withdrawn, that, and any prior payments will not be refunded. Tuition owed or refunded will be calculated on a quarterly basis. This means the family will be responsible to pay tuition for the full quarter within which the withdrawal takes place.



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TUITION CREDIT PROGRAMS

We are pleased to offer some exciting and proven ways to receive credit on next year's tuition. You may begin your participation at any time. Please contact the individual Program Coordinators for specific questions.

Tuition Assistance Program (TAP)

TAP enables you to buy gift certificates to many of your favorite restaurants, grocery stores, gas stations and retail stores through www.shopwithscrip.com. Payment is made online through Presto Pay. These gift certificates have been purchased from more than 125 retailers at discounts ranging from 2-20%. You will be able to purchase the gift certificates at face value and the amount of the retailer's discount is passed on to you in the form of a tuition credit (minus 1% which NCCS will retain to maintain this program). This is the same successful program that many other Christian schools use and is sometimes referred to as TRIP or SCRIP. Participants must fill out an enrollment form each year. TAP is generally not available during the summer months.

Volunteer Program Coordinator: Danielle Cornelius: tapnccs@gmail.com

Kroger Community Rewards

By simply scanning your Kroger Plus Card, you can accumulate a credit toward your next year's tuition. There is no minimum or maximum spending amount. Purchases can be made with cash, PIN-debit card, or a Credit Card. Sign-up online at www.Kroger.com/rewards. The school code for New Covenant Christian School is FB593. This program runs year-round.

Volunteer Program Coordinator: Danielle Cornelius: tapnccs@gmail.com

Referral Rewards

Receive a \$300 referral reward if a new 1st -11th family you refer to NCCS subsequently enrolls a full-time student who pays full tuition and completes one full semester. You will receive a \$300 credit to be used toward your tuition the following semester or \$150 for a new K4/K5 student referral.

Contact: Louise Burns: accounting@nccswarriors.org

Please visit www.nccswarriors.org or contact the school office at 517.323.8903 or nccsoffice@nccswarriors.org if you would like additional information on any of these programs.



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NEW STUDENT TUITION PAYMENT 2020-21

Student Registration Deposit

A \$200 non-refundable deposit per family is required at the time of registration. After registration is complete, this registration deposit will be applied toward your remaining tuition. Please make checks payable to NCCS.

Tuition Payment Options: Please indicate payment choice.

PAYMENT IN FULL. I will be paying my tuition in full by noon on Wednesday, June 24, 2020 (or within 2 weeks of acceptance, if school has not begun) which qualifies for a 3% discount. If school has begun, full tuition payment is due upon enrollment to qualify for the 3% discount.

FACTS. I will be paying my tuition using the FACTS monthly automatic tuition payment plan. No 3% discount applies. I understand that one month's tuition is due within 2 weeks of registration if registration is between June 10 and August 20, or at registration if registration is after August 20. Monthly withdrawals will occur thereafter on the 20th of each month through May 20, 2021.

Fundraising Requirement: Please indicate preference.

Add my \$500 fundraising requirement directly to my tuition.

I intend to meet my \$500 fundraising requirement. I understand that if my fundraising requirement is not met or paid in full by the last FACTS payment of the year, whatever is still due will be deducted by FACTS on May 28, 2021.

As a K4 only-child family, we recognize that we do not have a minimum requirement but still intend to participate in fundraising activities.

Student Information

	2020-21		2020-21
Name	Grade Entering	Name	Grade Entering
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Parent Information

Parent(s) Name _____

Home Phone _____

Address _____

E-mail _____

I/We may be interested in housing an international student attending NCCS.



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INSTRUCTIONS FOR SETTING UP YOUR TUITION PAYMENT ACCOUNT (FACTS ACCOUNT)

Go online to <https://online.factsmgt.com>

- 1) Underneath the scrolling picture, click on the link "Start Here"
- 2) Select "Search for my Institution"
- 3) Enter zip code "48917" then search
- 4) Select "New Covenant Christian School"
- 5) Click on "Create a new username and password"
- 6) Enter your email address and click "next." Fill in your name, address, and phone number.
- 7) When you get to a screen that might say "Set Up a Payment Plan" (or similar), click on that to add your bank account information and save.

You are now finished with your portion!

Our accounting department will input all of the tuition information and fees. After that is completed, you will receive an email from FACTS. Now you can log in at any time to see the amount of your monthly payments.

All monthly payments are withdrawn on the 20th of the month.



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