



# NEW COVENANT CHRISTIAN SCHOOL

## REGISTRATION & GENERAL INFORMATION

### Registration Checklist for New Students

1. Completed Medical and Insurance Information form
2. A \$200 tuition down payment per family is required at the time of registration. Check payable to NCCS.
  - The tuition down payment will be applied to your 2023-2024 tuition costs.
  - It is non-refundable.
3. Completed Tuition Payment form
4. Signed and/or Initialed Student Covenant and Parent Covenant form
5. Completed Medication Permission form
6. Completed online FACTS account (if not paying tuition in full)
7. Completed Parent Permission for Release of Records
8. Completed Continuous Enrollment Agreement

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

### Grades Offered

New Covenant Christian School serves students from K4 Kindergarten – 12<sup>th</sup> grade.

### School Calendar Year – School Days

- First day of classes will be Tuesday, September 5, 2023. This is a half day with an evening ice cream social/family meeting for all families, including K4 & K, in the evening at 6:00 pm. The first day of classes for K4 & K will be Wednesday, September 6, 2023.
- Graduation will be June 7, 2024.
- Normal school days are Monday through Friday from 8:30 am – 3:00 pm
- Chapel is every Wednesday from 8:30 – 9:30 am
- Half days are scheduled from 8:30 am – noon for all students, including K4.
- K4 Kindergarten meets Monday, Wednesday, and Friday from 8:30 am – 11:30 am.
- Part-time K5 Kindergarten meets Monday, Wednesday, and Friday from 8:30 am – 3:00 pm.

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



Call: 517.323.8903  
Visit: [nccswarriors.org](http://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 2023-24

OFFICE USE ONLY

REG. PAYMENT \_\_\_\_\_  
START DATE \_\_\_\_\_  
FULL PAY \_\_\_\_\_  
PAPERWORK DUE DATE \_\_\_\_\_  
CREDIT REG. DEPOSIT TO TUITION \_\_\_\_\_

|                                                                            |               |               |                      |
|----------------------------------------------------------------------------|---------------|---------------|----------------------|
| Student Last Name, First Name                                              | Date of Birth | 2023-24 Grade | Sex                  |
| Allergies or medical conditions, special protocol or activity restrictions |               |               | Date of last tetanus |
| Student Last Name, First Name                                              | Date of Birth | 2023-24 Grade | Sex                  |
| Allergies or medical conditions, special protocol or activity restrictions |               |               | Date of last tetanus |
| Student Last Name, First Name                                              | Date of Birth | 2023-24 Grade | Sex                  |
| Allergies or medical conditions, special protocol or activity restrictions |               |               | Date of last tetanus |
| Student Last Name, First Name                                              | Date of Birth | 2023-24 Grade | Sex                  |
| Allergies or medical conditions, special protocol or activity restrictions |               |               | Date of last tetanus |

|                                     |              |            |            |
|-------------------------------------|--------------|------------|------------|
| 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

*(Parents and students in grades 6-12 are required to carefully read this before the student signs the covenant.)*

I covenant to abide by the standards set forth in the New Covenant Christian School Handbook. I have carefully read and discussed this Handbook with my parents and am choosing to obey all rules and regulations. I am under the authority of my parents/guardians. As a student, I will do my best to work up to my God-given ability and will maintain a cooperative attitude at New Covenant Christian School. I will respect the school's faculty, staff, and students. I understand that attending New Covenant Christian School is a privilege afforded me by the Lord Jesus Christ, New Covenant Christian Church and School, and my parents/guardians. I understand that failure to abide by the standards of the school may result in my dismissal.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

I confess that Jesus Christ is my personal Savior and Lord, and 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 will follow biblical standards in my relationships and communication with others.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

I am not ready to confess Jesus Christ as my Lord and Savior, but I commit to taking the following steps this school year to seek answers for my questions concerning faith in Jesus Christ and the Bible. I realize I will be held accountable for completing these steps and that I may not participate in school leadership without making a confession of faith.

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/ Guardian \_\_\_\_\_ 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 school's statement of faith, mission and vision statements, and Parent-Student Handbook 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. We 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 understand that tuition alone cannot cover the cost of a quality education at New Covenant Christian School. As such, we agree to seek God about how we can help fundraise for the school, whether that be through our time, gifts, or finances. \_\_\_\_\_/\_\_\_\_\_

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

Signature of Father/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mother/Guardian \_\_\_\_\_ 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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# TUITION PAYMENT FORM

## Student Registration Deposit

A \$200 per family tuition down payment is required at the time of registration. After registration is complete, it 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 June 1, 2023 (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 after June 10. Monthly withdrawals will occur thereafter on the 20th of each month through May 20, 2024.

## Student Information

2023-2024

Name

Grade Entering\*

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*\*If your child is going into K5 Kindergarten, please mark either full-time or part-time.*

Please check any of the following that apply:

☐ Graduate of NCCS, class of \_\_\_\_\_.

☐ Staff at NCCS. Circle one: Part-time Full-time

☐ First year at NCCS

☐ Member of New Covenant Christian Church

## 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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# TUITION

## GRANT AND AID

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**. Our tuition grant and aid program is based on a family's financial position and available scholarship funds which are awarded on a first-come, first-serve basis. NCCS may award up to 50% of a family's tuition costs.

To see if you qualify for a tuition grant, please complete an application online through FACTS at [www.factstuitionaid.com](http://www.factstuitionaid.com). There will be a fee charged by FACTS to process this application. Once submitted, you will be notified of any awarded grant and aid within two weeks.

## ANNUAL ALL-INCLUSIVE TUITION (note the tuition credit below for new K5-12<sup>th</sup> grade families!)

| Enrolled     | K4     | Kindergarten<br>Part-Time | Grades K-5<br>Elementary | Grades 6-8<br>Middle School | Grades 9-12<br>High School |
|--------------|--------|---------------------------|--------------------------|-----------------------------|----------------------------|
| First child  | \$3000 | \$5000                    | \$6600                   | \$7200                      | \$7800                     |
| Second child | \$2600 | \$3300                    | \$4600                   | \$4800                      | \$5000                     |
| Third child  | \$2000 | \$2000                    | \$2000                   | \$2000                      | \$2000                     |
| Fourth child | \$1000 | \$1000                    | \$1000                   | \$1000                      | \$1000                     |
| Fifth child  | \$500  | \$500                     | \$500                    | \$500                       | \$500                      |

- New full-time K5-11<sup>th</sup> grade families receive a \$500 tuition credit during the second semester after completing the first semester with tuition payments up-to-date. New K4 and part-time K5 families receive a \$250 tuition credit.
- 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.
- Alumni families will receive a \$500 tuition credit during the second semester after completing the first semester with tuition payments up-to-date.
- NCCC tithing members should contact the church office to apply for a member tuition credit.
- International student fee is \$3000 per year.
- If you choose **not** to take the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc. child discount, we will issue you a tax-deductible receipt for the amount of the discount.

## STUDENT REGISTRATION

Registration begins March 15, 2023 for K4 & Kindergarten students and March 21, 2023 for 1<sup>st</sup> - 12<sup>th</sup> grade students. A \$200 per family tuition down payment is required at the time of registration. It is non-refundable and is credited toward the year's tuition.

## FUNDRAISING EXPECTATION

Tuition payments alone do not cover the annual expenses of New Covenant Christian School. In order to keep tuition low, we expect school families to participate in school-wide fundraisers. Participation can take many forms based on the skills and time availability of our school families. But by working together, we can meet our financial goals, grow relationally, and support the lives that are changed through New Covenant. For more information on opportunities to help meet the financial need of NCCS, please call the school office at 517-323-8903.

## TUITION PAYMENT OPTIONS

1. *In Full.* Full tuition payment is due in the school office by June 1, 2023 (or within 2 weeks of acceptance if school has not begun) in order to receive a 3% discount. If school has begun, full tuition payment is due upon enrollment to qualify for a 3% discount.
2. *Monthly Payments.* Monthly payments are required through the FACTS automatic payment plan. Tuition payments are withdrawn on the 20<sup>th</sup> of each month. Families enrolled before June 10 begin payments on June 20. Families enrolled after June 10 are required to pay one tuition payment within two weeks after registration. Regardless of your enrollment date, your last payment will be withdrawn on May 20, 2024. Thus, returning families and new families enrolled before June 10 are on a 12-month payment plan. Questions regarding this plan should be directed to the school's finance office.

## 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 monthly basis. This means the family will be responsible to pay tuition for the full month 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 program coordinators if you have specific questions or need additional information.

## 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](http://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](mailto:tapnccs@gmail.com)

## REFERRAL REWARD

Receive a \$300 referral reward if a new 1<sup>st</sup>-11<sup>th</sup> 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/K referral.

## CONTACT US

Please visit [www.nccswarriors.org](http://www.nccswarriors.org) or contact the school office by email at [nccsoffice@nccswarriors.org](mailto:nccsoffice@nccswarriors.org) or by telephone at 517.323.8903 if you would like additional information on any of these programs.



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# REFERRAL CREDIT DECLARATION FOR TUITION DISCOUNT

Credit Applied to 2023-24 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 2023/2024 school year for 1<sup>st</sup> -11<sup>th</sup> grade new students or \$150 for K4/K5 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 517.323.8903.



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# CONTINUOUS ENROLLMENT

## CONTINUOUS ENROLLMENT AGREEMENT

I agree to the terms set forth in the Continuous Enrollment Agreement as outlined below. From the time of admission, I understand that my child will be considered enrolled at New Covenant Christian School through their high school graduation unless otherwise notified by a parent or guardian.

## WHAT IS CONTINUOUS ENROLLMENT?

At New Covenant Christian School (NCCS), we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition from elementary through high school provides a consistent, thorough progression through academic coursework. Because of this philosophy, NCCS is pleased to offer a concept in enrollment management called Continuous Enrollment. From the time of admission, your child will be considered enrolled at NCCS through their high school graduation unless otherwise notified by the parent.

## CONTINUOUS ENROLLMENT

Please take time to fully review this Continuous Enrollment Agreement (CEA), as your signature will confirm your understanding that your student(s) will be continually enrolled at New Covenant Christian School (NCCS). This contract applies to the first academic year and will automatically renew for each successive academic year until your student has graduated from NCCS. This contract will be in force unless and until it is terminated by NCCS at any time, or completion of the withdrawal procedures as outlined below by the parent or guardian.

As a family maintains their continuous enrollment, each student's information (i.e. address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in FACTS Family Portal. NCCS will help to maintain the database by reminding parents to update their demographic information regularly.

Each February, NCCS will publish the following school year's tuition rates, the annual tuition down payment, and information regarding tuition assistance.

## TUITION DOWN PAYMENT

The tuition down payment for the following academic year will be due on March 15th. It will automatically be charged through FACTS. If you withdraw your student(s) prior to February 28, you will not be responsible for the down payment. For withdrawals received after February 28, the tuition down payment will be due and non-refundable.

## TUITION PAYMENT SCHEDULE

Tuition is updated annually on the school website. Once your tuition payment plan is set up, the agreement will be renewed each year unless written notice to change the payment plan option is provided to the school or accounting office.



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## DELINQUENT ACCOUNTS

Students will not be assigned to a class, receive their schedule, or be allowed to participate in athletics unless the account is current through August. Once school begins, students will not be admitted to class or allowed to participate in athletics when the account has 2 months tuition past due. FACTS charges a non-sufficient funds fee if funds are not available when collection is attempted.

## WITHDRAWAL POLICIES

To withdraw your child at any time for the current or following school year, you must complete the NCCS Intent to Withdraw Form available on the school website and in the school office. If you withdraw your child or your child is expelled once the school year begins, you will be responsible for the full tuition down payment plus tuition payments through the month of withdrawal. In the event of withdrawal for any reason, all accounts must be current before report cards, transcripts, test results, and other official records are released.

## CONTINUOUS ENROLLMENT AGREEMENT TERMS

- We agree that the term of my student's continuous enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the NCCS Intent to Withdraw Form is completed.
- We understand that the tuition down payment will be due when completing the registration packet for 2023/2024. It will be drafted in lump-sum on March 15 for subsequent school years.
- We agree to keep our student's demographic information updated in FACTS Family Portal.
- We agree to maintain a current tuition payment plan with terms as specified above and that any changes to those terms must be communicated in writing to the Accounting Office.
- We agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.
- We agree to fulfill all financial obligations promptly.
- My signature signifies my understanding of and agreement to the terms of the Continuous Enrollment Agreement with New Covenant Christian School.

## FAMILY INFORMATION

Student Name(s):

Grade Entering:

Date of Birth:

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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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 the Lansing, Michigan "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 20<sup>th</sup> of the month.



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## PERMISSION OF RELEASE OF RECORDS

To: \_\_\_\_\_ Date: \_\_\_\_\_

(Name of the school that currently has student's records)

Current School Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Current School Phone Number: \_\_\_\_\_

Current School Fax Number: \_\_\_\_\_

I give my permission for the records of \_\_\_\_\_ to be sent to  
New Covenant Christian School.

Student's Birthdate: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_ (Dalton Gatlin)