

The Registration Process for *First Presbyterian Christian School*

You will need to bring all of the following with you in order to enroll:

1. **Registration Form** completely filled out.
2. **Registration Fee** (cash or check made out to FPCS). Non-refundable if your child is offered a spot. There are no discounts or scholarships for the registration fee which is \$150 for preschool classes and \$200 for K- 6th grade classes. Registration for additional children is half of the registration fee for their class.
3. **Payment Authorization Form with a Voided Check Attached.** Automatic withdrawal is **required** for Sept. – May tuition. Withdrawals will come out on the 5th of each month. If you are already registered for E-tuition payments, please let us know if your account information is changing.
4. **Certificate of Immunization Form** completed and signed. (Print forms from your doctor will only be accepted if they are on the state form. Please transfer the dates to the state form in the application packet). We will not be accepting any registrations without a completed Immunization Certificate or an Exemption Form signed by your child's doctor. For students entering kindergarten who already have a form on file at our school, please bring in the dates of their updated shots before school starts.

Next Steps:

1. When your child has been offered a class placement, we will mail you an **Enrollment Agreement to sign and return with your 10th tuition payment** (non-refundable). The yearly tuition is divided into 10 payments for all classes.
2. When we receive the signed Enrollment Agreement and 10th tuition payment, your enrollment will be complete.

Other Information:

- We will conduct lotteries at the end of each enrollment session if necessary. The lottery process is described in this packet.
- Students registering for Pre-3's and 3 year old classes must be potty-trained.
- Students registering for the Pre-3's class will be eligible for 3 year old classes *only* the following year. Please note, they will not have priority for the 3 day 3's class the following year.
- Tuition Assistance is available. Forms may be requested in the office or you can find them on-line at www.fpchristianschool.org. Tuition Assistance is not determined until April. If you are applying for Tuition Assistance, you may return the signed enrollment agreement without a payment, but you will receive a new enrollment agreement with the amount of your monthly tuition with the assistance in April. You may wait to pay your 10th month payment until that time.