

2014-2015 School Year



Dear Parent,

Welcome to the Moses Lake Christian Academy (MLCA). We are delighted in your interest to join our learning community. From preschool through grade 12 every MLCA student receives individual attention from faculty and staff. Whether it is guiding a Kindergartener through rhyming sounds, coaching fourth graders in mathematics, helping middle school students learn organizational strategies, or guiding our high school students as they prepare for college and career, MLCA has a team of professional and caring faculty and staff members committed to Christ and to the best for your student.

MLCA standards are high, academics are challenging, and our teachers are talented and inspiring. We are approved by the state of Washington as a private school with faculty members who are certificated educators or uniquely qualified to teach in a subject area. The high school curriculum includes honors courses, an exceptional fine arts program, community service opportunities, and competitive athletics.

Why MLCA? We notice every student every day as we develop a love of learning in response to Jesus Christ. Students are valued and not just another face in the crowd. Student academic success is nurtured by our exceptional Christian teachers who care and provide personalized education, extensive curriculum, and individual attention.

Why MLCA? Under the close guidance of devoted faculty, students develop the habits of mind and the courage and character to determine who they will be and what they will accomplish in response to the grace of Jesus Christ. Students emerge with friendships that will sustain them throughout their lives - and with the knowledge and versatility to excel in college and in an increasingly borderless world.

Attached to this letter you will find the application for admission into the Moses Lake Christian Academy. Once your application has been reviewed, MLCA staff will contact you to arrange a date for your student to be tested. This academic assessment will determine where your student is to be placed in the MLCA education program or if other educational options are in the best interest of your child. Your student's academic assessment does not guarantee acceptance but instead allows MLCA to assess each student's aptitude level.

Following the testing process we will schedule a time for you and your student to meet with a member of the administration for an interview to discuss your personal history, goals for your student, and Christian commitment. After the interview, your family and our administration will determine if MLCA is a good fit for your student.

We are excited to explore the future with you! We pray that as we get acquainted, we will find the best educational situation for your child. Feel free to contact us with any questions or comments you may have now or in the future.

The Peace of Christ,

Brian Meiners
MLCA Director



Vision, Mission & Statement of Faith

Vision - Who We Are

Moses Lake Christian Academy is a learning community in which Jesus Christ is glorified through academic excellence, servant leadership and community service.

Mission - Why We're Here

To provide quality Christ-centered education in partnership with the home and church that prepares students as lifelong learners to fulfill the Great Commission in diverse vocations with all their heart, soul, mind and strength.

Statement of Faith

- We believe that the Bible is literally inspired and the only infallible authoritative Word of God.
- We believe in one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful man belief in the Lord Jesus Christ, producing regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit whose in-dwelling in all believers enables them to live holy and Christ-like lives.
- We believe in the personal return of our Lord Jesus Christ in power and glory to reign in righteousness. We believe in the resurrection of both the saved and the lost – those that are saved to the resurrection of life and those that are lost to a resurrection of everlasting punishment.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in the importance of all His followers maintaining good works as evidence of faith in Christ.
- We believe that heaven is the final place of eternal life with God for the believer and that Hell is the place of everlasting separation from God for the unbeliever.

Application Checklist

The Moses Lake Christian Academy welcomes your application for admission and looks forward to assisting you in the application process. This document contains instructions and materials necessary for submitting your application. Please complete the application form carefully and according to directions.

- Application Fee:
Make check payable to Moses Lake Christian Academy. The application cannot be processed until the application fee has been paid.
 - Preschool - \$75
 - K – 12th Grades - \$150
 - J1 Visa Exchange Student - \$500
 - F1 Visa Exchange Student - \$1,000
- Parents Pledge Form:
Both parents and/or legal guardians need to agree to and sign this form.
- Tuition Payment Options:
Please choose your payment plan. Families opting to pay tuition on a monthly schedule need to fill out the Agreement for Pre-authorized Withdrawal's form.
- Student Character Reference Form:
Parents: Please submit this form to your pastor, church leader or other representative who is most familiar with your family. Provide a stamped envelope addressed to: Admissions at MLCA.
- Teacher Recommendation:
Please give the Teacher Recommendation Form to the student's current teacher(s). This form should be mailed from the teacher directly to Moses Lake Christian Academy.
- Home School Transcript Form:
Please complete the enclosed Home School Transcript Form and include all achievement test scores, a written list of subjects taken and curriculum used. Provide the credits received, grades, and transcripts from any previously attended schools (if applicable) for the past 3 years.
- Immunization Status Form:
Required with applications for Preschool, Kindergarten and students previously home schooled.
- Financial Aid Application:
Families intending to apply for financial aid can contact the Main Office for an application.
- Mail Completed Application to:
Moses Lake Christian Academy
1475 Nelson Road NE, Suite A
Moses Lake, WA 98837
- For Additional Information Contact:
Jeni Chandler
Moses Lake Christian Academy
509-765-9704 extension 10

Application Process:

Once the Moses Lake Christian Academy has received and reviewed your application, transcripts, Student Character Reference Form and Teacher Recommendation you will be contacted by the Academy to schedule an academic assessment for your student(s). This evaluation assesses developmental readiness, academic aptitude, and behavioral matters. The school reserves the right to place students at their appropriate level based on the assessment results. Following the students assessment a family interview will be scheduled. The presence of both parents and the student at the interview is encouraged. Any falsified documents will immediately terminate the application process and/or acceptance and re-application will be required.



Application for Admission

(Please print)

| Office Use – Please do not write in the box. | | |
|--|---------|------------------|
| P#: | S#: | |
| Interviewed: | Tested: | Grade Placement: |
| | | |

Voluntary demographic data for WA State Reporting and Planning. Please circle each applicable item:

African-American Asian Caucasian Hispanic American-Indian Other
Parent/Guardian Ages: 20-30 31-40 41-50 51-60 61 and over
Parent/Guardian Income: 25,000-49,000 50,000-74,000 75,000-99,000 100,000 +

Kindergarten applicants must be 5 years of age by August 31

First Grade applicants must be 6 years of age by August 31

Date: _____ School Year: _____ Grade Applying For: _____

Student's Legal Name: _____
Last First Middle

Date of Birth: _____ Age: _____

Street Address Where Student Resides: _____

City State Zip Code

Home Phone Number: _____

Mother's/Female Guardian Cell Phone: _____ Father's/Male Guardian Cell Phone: _____

Email Address: _____

With Whom Does The Student Live? Both Parents Mother Only Father Only
 Grandparents Father & Step-Mother Mother & Step-Father
 Other: _____

Parents Are: Married Separated Divorced Other: _____

If Parents Are Separated or Divorced, Who Has Legal Custody? _____

Are there any legal limitations that we should be aware of? (Restraining orders, etc.)? _____

Fill out the following information for whom the student resides:

Father / Male Guardian Name: _____

Occupation: _____
Company Position/Title Phone Number

Mother / Female Guardian Name: _____

Occupation: _____
Company Position/Title Phone Number



If student DOES NOT reside with one or both parents, please fill out the following:

Father's Name: _____

Address: _____

Street Address

City

State

Zip Code

Father's Phone Number: _____

Mother's Name: _____

Address: _____

Street Address

City

State

Zip Code

Mother's Phone Number: _____

Names and ages of brothers and sisters:

Name

Age

Name

Age

Name

Age

Name

Age

Names and addresses of living grandparent or next of kin to be contacted in case of an emergency

Name: _____ Primary Phone Number: _____

Address: _____ Secondary Phone Number: _____

Street Address

City

State

Zip Code

Please list schools previously attended, beginning with the most recent school:

School #1 Name: _____

Address: _____

Street Address

City

State

Zip Code

Phone Number: _____

School #2 Name: _____

Address: _____

Street Address

City

State

Zip Code

Phone Number: _____



School #3 Name: _____

Address: _____

Street Address

City

State

Zip Code

Phone Number: _____

Has the student ever been: Suspended Expelled Asked to withdraw
If so, please give details on a separate sheet of paper, including the principal's name, address and phone number of the school.

Has your student ever been retained? Yes No

If so, please state grade and date: Grade _____ Date _____

Has the student participated in any special learning programs? Yes No

If yes, please specify: _____

If you have further information which may assist in the guidance of your student at Moses Lake Christian Academy, such as medical, psychological, or other information, please indicate below:

What church does your family attend? _____

Statement of personal Christian experience and faith (if applicable):

Father: _____

Mother: _____

Why do you desire having your student attend Moses Lake Christian Academy?

Is it your intention to have your student graduate from MLCA? Yes No

If no, please explain: _____



From what source did you first receive information about Moses Lake Christian Academy?

List any particular interests you have and would be willing to share with the school:

Are you in agreement with and committed to the basic tenets of historic Christianity, as listed below?

| Mother | Father | |
|--------|--------|---|
| Yes/No | Yes/No | A. God is the Father, Son and Holy Spirit. |
| Yes/No | Yes/No | B. The Bible is God's infallible and authoritative Word to man. It is the only standard by which faith and practice are to be measured. |
| Yes/No | Yes/No | C. The chief end of man is to glorify God and enjoy Him forever. |
| Yes/No | Yes/No | D. Man is created in the image of God. Through his relationship to Adam, man is a sinner by nature and does himself sin. |
| Yes/No | Yes/No | E. Jesus Christ is the only Savior of sinners, the only way to the Father. He died as a substitute for sinners and was raised from the dead so they might be reconciled to God. |
| Yes/No | Yes/No | F. Eternal life is a free gift that is received through faith in Jesus alone. Eternal life is neither deserved by anyone, nor can it be earned by good deeds. |

| Mother | Father | |
|--------|--------|---|
| Yes/No | Yes/No | Have you read the vision, mission and statement of faith for Moses Lake Christian Academy? Do you desire a Christian education for the applicant? |

| Mother | Father | |
|--------|--------|--|
| Yes/No | Yes/No | Are you willing for the applicant to receive training in the historic doctrines of the Church, and will you support the school in its endeavors to encourage and to guide the applicant in applying these doctrines to life? |

If the applicant is accepted will you promise to:

| Mother | Father | |
|--------|--------|--|
| Yes/No | Yes/No | A. Support the school and its policies concerning dress, conduct, and all other matters outlined in the Student/Parent Handbook? |
| Yes/No | Yes/No | B. Assume responsibility for your child's education by supervising assigned homework and keeping in regular contact with your child's teachers? |
| Yes/No | Yes/No | C. Support, to the best of your ability, the various activities of the school? |
| Yes/No | Yes/No | D. Support, to the best of your ability, the schools entire program through prayer, time and annual giving? |
| Yes/No | Yes/No | E. Faithfully strive to model for your family and others the code of behavior defined in the infallible and authoritative Word of God and the Moses Lake Christian Academy's Statement of Faith? |

I hereby authorize Moses Lake Christian Academy to use photos of my student in school newsletters, year book, on the website and other school publications.

Yes No

Statement of Confidentiality: It is the policy of Moses Lake Christian Academy that all information received regarding a candidate's application for admission will be treated with complete confidentiality. Only authorized school personnel and agents have access to this information unless otherwise required by law. Information received within the scope of this policy is not disclosed to the applicant or to the applicant's family.

Non-discrimination Policy: Moses Lake Christian Academy, a private educational institution, admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Moses Lake Christian Academy does not discriminate on the basis of race, color, sex and national or ethnic origin in the administration of its education programs, admission policies, financial aid programs, athletics or other school-administered programs.



Tuition Payment Options

Payment Options (select one)

- Plan 1: Automatic monthly bank withdrawal from your checking or savings account (July-June). Complete Agreement for Preauthorized Withdrawals form below.
- Plan 2: Prepay entire amount by **July 1st**; receive a 2% discount.
- Plan 3: Prepay each semester; receive a 1% discount. 1st half due **July 1st**; second half due **January 1st**.

Agreement for Preauthorized Withdrawals (debits)

(Complete only if you selected Plan 1 as your payment option)

I (we) hereby authorize MOSES LAKE CHRISTIAN ACADEMY (MLCA) to initiate debit entries to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Select one: **Checking/Transaction**
(Please attach a voided check deposit slips are not acceptable) **Savings Account**
(Please attach a voided deposit or withdrawal slip)

DEPOSITORY NAME: _____

CITY: _____ STATE: _____ ZIP CODE: _____

*TRANSIT/ROUTING #: _____ **ACCOUNT #: _____

This authorization is to remain in full force and effect until MLCA has received written notification from me (or either of us) of its termination in such time and in such manner as to afford MLCA and DEPOSITORY a reasonable opportunity to act on it. I understand that thirty (30) days notice, in writing, to MLCA is required if I change banks and/or accounts.

NAME(S): _____ ID NUMBER: _____
 please print same as account #

SIGNATURE(S): _____ DATE: _____

_____ DATE: _____

*Routing Numbers is the first set of numbers on the bottom of your check.

**Account Number is the next set of numbers on the bottom of your check.

| | | | |
|----------|-----------|--------------|---------|
| Example: | 123000521 | 153112072555 | 2746 |
| | Routing # | Account # | Check # |

Student Character Reference Form

Parents: Please submit this form to your pastor, church leader or other representative who is most familiar with your family. Applicant should provide a stamped envelope addressed to: Admissions, Moses Lake Christian Academy, 1475 Nelson Road NE, Suite A, Moses Lake, WA 98837

| | | | |
|---|------------------------|-------|-----------------|
| <i>This section to be completed by applicant's parents.</i> | | | |
| Parent's Name: | | | |
| | (Parent/Guardian) Last | First | Spouse |
| Address: | | | |
| | Street | City | State Zip |
| Children Applying to MLCA: | | | |
| | Name | Grade | Name Grade |
| | | | |
| | Name | Grade | Name Grade |

Dear Family Friend:

The family named above, applying for admission to Moses Lake Christian Academy, is required to have this form on file before being considered for admission. It is the mission of Moses Lake Christian Academy to provide quality Christ-centered education in partnership with the home and church that prepares students as lifelong learners to fulfill the Great Commission in diverse vocations with all their heart, soul, mind and strength.

Please complete this form to the best of your knowledge. Your prompt attention is appreciated. Submit the completed form directly to Moses Lake Christian Academy. This evaluation and its contents will be used only in connection with the admissions decision. All information will be kept confidential.

Name of person completing this form: _____

Relationship with this family: Pastor Associate Pastor Youth Pastor Other

If other please describe: _____

How well do you know this family? _____ How long? _____

Is the family active in your church? Yes No

If yes, please indicate activities: _____

Is at least one parent a professing Christian? Yes No

Comments: _____



Are there any matters that you feel would be helpful to the school's administration in evaluating the family's application for admission to Moses Lake Christian Academy?

Does the family attend worship services? Yes No

How often? Occasionally Once a month Weekly

What recommendation would you give for this family to be considered for admission to Moses Lake Christian Academy?

Highly recommend Recommend Do not recommend

Thank you for the information you have given us about this applicant's family. If you would like further information about Moses Lake Christian Academy, or if you would like to discuss the contents of this form with us, please check the box below and someone from the school's administration will call you.

Yes

Send completed form to:

Attn: Jeni Chandler
Moses Lake Christian Academy
1475 Nelson Road NE, Suite A
Moses Lake, WA 98837
Fax: 509-765-3698
E-mail: info@mlca.us

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Please comment on the parents' support of their child's learning and their cooperation with the school.

Has this student participated in any program for special needs students (gifted, learning disabled, etc.)?

Yes No

How long has this student been involved? _____ Years _____ Months

Has the applicant ever been suspended, dismissed, requested to withdraw, or otherwise penalized or disciplined for any reason?

Yes No

If yes, dates suspended: From: _____ To: _____

Please state the nature of the action taken and describe the circumstances relating to the action. Please provide the names of the teachers or administrators involved. Attach additional paper if necessary.

Is the student currently in good standing? Yes No

Personal Qualities

| | Outstanding | Above Average | Average | Fair | Needs Improvement |
|---------------------------|--------------------|----------------------|----------------|-------------|--------------------------|
| Work ethic | | | | | |
| Conduct | | | | | |
| Consideration for others | | | | | |
| Relationships with peers | | | | | |
| Relationships with adults | | | | | |
| Emotional maturity | | | | | |
| Self-confidence | | | | | |
| Sense of humor | | | | | |
| Honesty | | | | | |
| Sense of responsibility | | | | | |
| Leadership skills | | | | | |

Academic Qualities

| | Outstanding | Above Average | Average | Fair | Needs Improvement |
|-------------------------------|-------------|---------------|---------|------|-------------------|
| Motivation to learn | | | | | |
| Intellectual curiosity | | | | | |
| Ability to work in a group | | | | | |
| Ability to work independently | | | | | |
| Organizational skills | | | | | |
| Work habits | | | | | |
| Creativity | | | | | |
| Class preparation | | | | | |
| Class participation | | | | | |
| Academic promise | | | | | |
| Academic achievement | | | | | |

Thank you for the information you have given us about this applicant's family. If you would like further information about Moses Lake Christian Academy, or if you would like to discuss the contents of this form with us, please check the box below and someone from the school's administration will call you.

Yes

Send completed form to:

Attn: Jeni Chandler
 Moses Lake Christian Academy
 1475 Nelson Road NE, Suite, A
 Moses Lake, WA 98837

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Transcript for Home School Students

(During the past three years if your student has not attended a school outside the home please complete the Teacher Recommendation Form.)

Applicant's Full Name: _____

Grades Home Schooled: _____ Dates: _____

If the applicant has also attended public or private school, the applicant's parent should also sign the Transcript Release Form and send it to the last school attended (if applicable). The school will send an official transcript to Moses Lake Christian Academy, including grades and standardized test scores; immunization and medical records; and attendance and discipline records.

| Grade Level | Course Title <i>(Science, Language Arts, Math, History, Bible, Foreign Language, Fine Arts, Physical Education, etc.)</i> | Curriculum | Grade Earned | Class Hours | Instructor |
|-------------|--|------------|--------------|-------------|------------|
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| | | | | | |

Reviewed for compliance by: _____
 Staff Signature
 Date: _____ Exemption: YES NO
 (see back)



CERTIFICATE OF IMMUNIZATION STATUS

Washington State Law (RCW 28A.210.160) requires that all children have a completed Certificate of Immunization Status on file at the school, preschool or a child care facility that they attend.

| | | | | |
|----------------------|------------|-------------|---------------|-----------|
| Child's Last Name | First Name | Middle Name | Sex | Birthdate |
| Parent/Guardian Name | | | Daytime Phone | |

| Immunization | Type of Vaccine | Dose | Date Given | | |
|---|-----------------|------|------------|-----|------|
| | | | Month | Day | Year |
| HEP B (HBV) Hepatitis B | | 1 | | | |
| | | 2 | | | |
| | | 3 | | | |
| | | 4 | | | |
| DTaP/DTP/DT Diphtheria, Tetanus, Pertussis | | 1 | | | |
| | | 2 | | | |
| | | 3 | | | |
| | | 4 | | | |
| | | 5 | | | |
| | | 6 | | | |
| Td/Tdap | | 1 | | | |
| | | 2 | | | |
| | | 3 | | | |
| HIB Haemophilus Influenzae B | | 1 | | | |
| | | 2 | | | |
| | | 3 | | | |
| | | 4 | | | |
| POLIO OPV (by mouth) IPV (by injection) | | 1 | | | |
| | | 2 | | | |
| | | 3 | | | |
| | | 4 | | | |
| | | 5 | | | |

| Immunization | Type of Vaccine | Dose | Date Given | | |
|---|-----------------|------|------------|-----|------|
| | | | Month | Day | Year |
| MMR Measles (Rubeola), Mumps & Rubella | MMR | 1 | | | |
| | MMR | 2 | | | |
| | MMR | | | | |
| | MEASLES | | | | |
| | MUMPS | | | | |
| VARICELLA (Chickenpox) | RUBELLA | | | | |
| | VACCINE | 1 | | | |
| | | 2 | | | |
| | DISEASE | YES | | NO | |
| Approximate date or age at time of disease | | | | | |
| OTHER VACCINES | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

➔ I certify that the information provided here is correct and verifiable ➜

X _____ Date: _____
 Signature of Parent or Guardian

DOH 348-013(X) Revised January 2006

Service Hour Commitment Policy

MLCA's tuition covers only a portion of the true cost to educate each child. Every year there is a \$1,200 gap between the price of tuition and the actual cost to educate. This gap helps to make tuition affordable for families yet requires gifts throughout the year so the Academy can fulfill its financial obligations.

Early in the school's history, parents determined that one way to help manage the cost of tuition was to control expenses at the Academy by requiring families to perform services hours throughout the school year. Although this requirement has been waived in the past, the MLCA Board of Directors affirms that instead of substantial tuition increases, families must play a larger role in offsetting expenses by performing service hours throughout the year.

Each family is expected to contribute a minimum of 30 hours of service for one student and a total of 45 hours for two or more students. Many families donate hours over and above the requirement and the MLCA Staff says a hearty **THANK YOU!** It is essential for every family to participate in this program and our goal is to make this process rewarding for you and our MLCA family.

The school does recognize that some families may be better able to make a charitable donation, rather than commit to service hours. This tax deductible contribution, in lieu of service hours, is \$1,200 per student. **(Pre-School and Kindergarten families are exempt from service.)**

OUR COMMITMENT FOR THE 2014-2015 SCHOOL YEAR (select one)

1. Direct donation of \$1200 in lieu of service hours. (Tax deductible)

- I/We wish to fulfill my/our commitment by donating directly to the school. A monthly payment plan for this option can be arranged with Darci Homesley, Business Manager.

Signature: _____

Date: _____

Print name: _____

2. Service hour commitment:

- I/We wish to fulfill my/our commitment by performing service hours for the 2014-2015 school year.

By selecting option #2, I understand that I am required to serve at least 75% of my required service hours before March 31, 2015. Any remaining service hours will be completed by May 31, 2015. I also understand that if my service hours are not fully completed before May 31, 2015 the remaining service hours will be prorated and added to my July automatic withdraw tuition payment.

Contact the MLCA Office for service hour opportunities. Once you have completed your service hours you must fill out a Service Hour Completion Form found at www.mlca.us and turn it in to the MLCA Office.

Signature: _____

Date: _____

Print name: _____



Billing and Collection Policy

PREFACE

A student's tuition billings represent a binding financial obligation to Moses Lake Christian Academy (MLCA). Timely payments are required, based on the stated policy and payment schedule. The primary source of income for MLCA is tuition. It is crucial to provide payroll for the MLCA faculty & staff as well as ensure that our bills are paid promptly, protect our good name and Christian witness in the marketplace. The faithful stewardship of parents and others responsible for student tuition payment enables us to do so.

POLICY

- Tuition is to be paid through monthly electronic funds transfer (EFT) from a bank account designated by the student's parent or guardian. These withdrawals will occur on or about the first of every month from July through June. For students registering after July 1 but before September 30, the total tuition payments will be "caught up" in the month of registration.
- For those tuition obligations prepaid for a period of time, those amounts not prepaid will be paid through the method described above beginning in the month in which the prepayment is fully utilized.
- Full semester prepayments received by July 1st (1st semester) or January 1st (2nd semester) will receive a tuition discount of one percent (1%). Full year tuition prepayments received by July 1st will receive a 2% discount.
- When a student enters school during the year, tuition will be charged for each month the student is registered (regardless of the number of days in attendance that month) on the basis of $\frac{1}{10}$ of the annual tuition.
- Fees billed in addition to tuition shall be paid within 30 days of the billing, with the exception of curriculum fees, which are due with the 1st month's tuition payment and are non-refundable; and the application fee, which is due at the time of application and is non-refundable.
- If a student withdraws between July 1 and the start of school, payments for July and August will not be refunded. If a student leaves MLCA for any reason, payments for July, August, and each month the student was registered (regardless of the number of days in attendance that month) will not be refunded. Report cards and transcripts will be held if the student leaves the school owing tuition or fees.
- Unpaid tuition as of July 1 will place the student on the waiting list, regardless of registration status.
- A \$35 fee will be assessed to accounts not paid in full within 30 days.
- Children will not be permitted to attend school effective on the first day of any month in which his/her account is 60 days delinquent, unless arrangements have been made with the MLCA Administration.
- Senior students will be permitted to attend commencement and receive a diploma *only* if the account is paid in full.
- Exceptions to this policy may be made on a case by case basis as approved by the MLCA Administration or MLCA School Board.

Signed – Parent or Guardian

Date



Tuition Schedule

2014-2015

3-4 Year Old Preschool Fees

Admissions (new student) - \$75
Annual Curriculum Fee - \$50 (due 9/2)

3-4 Year Old Preschool Tuition

\$120 Monthly Payment (Billed September – May)
Tues. & Thurs. 8:15-10:45

4-5 Year Old Preschool Fees

Admissions (new student) - \$75
Annual Curriculum Fee - \$50 (due 9/2)

4-5 Year Old Preschool Tuition

\$145 Monthly Payment (Billed September – May)
Mon., Wed & Fri. 8:15-10:45

Kindergarten Fees

(Transitional K uses Half Day Schedule)

Admissions (new student) - \$150
Annual Curriculum Fee - \$50 (due 7/1)

Kindergarten Tuition

Based on a 12 month payment schedule

| | Half Day Monthly (July-June) | Half Day Annually | ADK Monthly (July-June) | ADK Annually |
|-----------------------|------------------------------------|----------------------|-------------------------------|-----------------|
| 1 st Child | \$275 | \$3,300 | \$405 | \$4,860 |
| 2 nd Child | \$265 | \$3,180 | \$380 | \$4,560 |
| 3 rd Child | \$250 | \$3,000 | \$365 | \$4,380 |
| 4 th Child | \$150 | \$1,800 | \$225 | \$2,700 |

Grades 1st - 6th Fees

Admissions (new student) - \$150
Annual Curriculum Fee - \$50 (due 7/1)

Grades 1st - 6th Tuition

Based on a 12 month payment schedule

| | Monthly (July-June) | Annually |
|-----------------------|------------------------|----------|
| 1 st Child | \$455 | \$5,460 |
| 2 nd Child | \$425 | \$5,100 |
| 3 rd Child | \$410 | \$4,920 |
| 4 th Child | \$225 | \$2,700 |

Grades 7th - 12th Fees

(Four or more periods)

Admissions (new student) - \$150
Annual Curriculum Fee - \$150 (Due 7/1)

Grades 7th - 12th Tuition

Based on a 12 month payment schedule

| | Monthly (July-June) | Annually |
|-----------------------|------------------------|----------|
| 1 st Child | \$475 | \$5,700 |
| 2 nd Child | \$450 | \$5,400 |
| 3 rd Child | \$435 | \$5,220 |
| 4 th Child | \$235 | \$2,820 |

Foreign Exchange Fees

J1 visa exchange student Admissions - \$500
F1 visa exchange student Admissions - \$1,000
Fees are nonrefundable / nontransferable

Foreign Exchange J1 \$7,075
Foreign Exchange F1 \$11,440
Tuition due in full by first day of school

Re-enrollment Fees

Before April 1 \$25
April 1–May 31 \$75
June 1 & After \$125

Miscellaneous Fees

Late Fee - \$35
Returned Payment Fee (NSF) - \$35
Yearbook Fee - \$45
One book is billed per secondary family, Additional yearbooks may be purchased. Yearbook price increases to \$55 after 12/31/14.

Sports Fees (per sport)

Middle School Sports \$150
High School Sports \$225

Financial Aid & Win/Win Referrals

A financial aid (F.A.S.T.) form can be downloaded from the www.mlca.us website. The deadline is 8/29/14 for new families, 5/16/14 for current families. This is on a first come basis.

Win/Win is a referral program that benefits both the new family and referring family. Additional information and the form can be downloaded from the www.mlca.us website.

Billing & Collections Policy

Please be aware that each MLCA family will need to complete a Billing & Collections Policy form for the 2014-2015 school year.

Service Hour Requirement: in an effort to keep tuition affordable, families are required to perform 30 service hours for one full time student with a maximum of 45 hours per year. See Service Hour Policy for details.

All Policies and Forms can be found at www.mlca.us under the "admissions" tab.



