

# ENROLLMENT AND WITHDRAWAL POLICIES

## Admissions Standards

ECA reserves the right to select students who fit the prescribed standards as set forth by the Board of Directors.

Parents and students should understand that new students must meet the behavioral and academic standards of ECA. If incoming students do not meet these standards, they can be removed at any time. ECA does not have the resources to meet the needs of all students, but every effort will be made to make a determination before a student is admitted. ECA holds the right to deny a student's re-enrollment to the school for successive school years.

Attitude and cooperation of both student and parents, in addition to academic performance, are important factors in admissions and re-enrollment decision-making. ECA does not discriminate on the basis of race, color, national or ethnic origin, or on any other prescriptive factor such as personality, gender, or socio-economic status. ECA reserves the right to select students according to its own criteria given for each individual admissions decision. ECA requires that at least one parent of a student must profess faith in Jesus Christ as their personal Lord and Savior.

The school administrator reviews all applications and makes admissions decisions within three days of an applicant's interview and screening of a completed application packet. The campus administrator holds the final decision in all admission decisions. Admission to ECA is based on a number of factors, including the following:

- Christian character and commitment
- Grades
- Standardized exam scores
- Pastor's recommendation
- Church attendance
- Class availability
- Effort demonstrated in previous academic situations
- Co-curricular activities and participation
- Willingness to cooperate with school directives
- Parental support and involvement
- Enthusiasm for ECA
- Academic and behavioral needs of students
- Academic success in previous academic settings

Admission packets are available from either school office or online at [www.eaceagles.org](http://www.eaceagles.org) and contain all necessary information to apply for admission to ECA.

## Enrollment Fees

### **Enrollment - Application Processing Fee**

- The application-processing fee must be paid for students enrolling for the first time, including siblings of current students. Previous students reapplying for enrollment at ECA, who are not currently enrolled, must also pay the application fee.
- Only applications that are received with this fee will be considered.
- The application-processing fee is non-refundable and not subject to any discount.

- The fee is \$55 per student.

**Enrollment - Screening/Testing Fee**

- The screening/testing fee must be paid for students enrolling in Kindergarten through 6<sup>th</sup> grade for the first time, including siblings of current students. Previous students reapplying for enrollment at ECA, who are not currently enrolled, must also pay the screening/testing fee.
- The screening/testing fee is non-refundable and not subject to any discount.
- The fee is \$22 per student.

**Enrollment - Registration/Re-enrollment Fee**

- All students enrolling and re-enrolling at ECA must pay the registration fee.
- The registration fee must be paid by the annual deadline, or the student's reservation for the next academic year may be forfeited. If the fee is paid after the deadline, the student may retain a position, subject to availability.
- For students not enrolled at ECA during the previous year, including siblings of current students, the registration fee is due upon notification of acceptance at ECA.
- The registration fee is non-refundable (in most cases) and not subject to any discount. Refund of the full registration fee is permissible in the case of a family move away from the Colorado Springs area or the school is unable to provide the tuition assistance requested by the family.

**Tuition Refunds**

- If a student leaves ECA, refunds are calculated according to the following table:

<b>% of Earned Tuition</b>	<b>Month and Day</b>
10	1 Month following start of school
25	End of 1 <sup>st</sup> Quarter
50	End of 1 <sup>st</sup> Semester
75	End of 3 <sup>rd</sup> Quarter
100	N/A

- Earned tuition is calculated by multiplying the full tuition, less applicable discounts, by the earned percentage. After calculating earned tuition, any excess tuition received by the school may be refunded.
- If all earned tuition has not been received, ECA will bill the responsible party. Any fees paid will not be refunded.
- If a student begins the year after school has begun, the first month's tuition will be prorated in half-month increments. The balance of the tuition will be paid monthly through April, May, or June.

**Withdrawal from ECA**

The Registrar will forward student records and/or transcripts to the new school when requested in writing by the school. All obligations, including financial, must be met prior to the release of any records.

If applicable, tuition refunds are processed by the Business Office in accordance with the tuition policy of Evangelical Christian Academy.