



## Student Registration

Student Name \_\_\_\_\_ Goes by \_\_\_\_\_

Sex \_\_\_\_\_ Birth Date \_\_\_\_\_ Grade Entering \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

1. Please list the last school attended or presently attending:

School Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

2. MCCA is not staffed to handle students with learning disabilities or those who:

- a. Have a record of any behavioral problems.
- b. Have demonstrated an inability to exercise self-control.
- c. Lack of respect for authority.

3. Please read the following questions carefully before answering.

- a. Has the student ever been referred for testing or placed in a special needs program? Yes \_\_\_ No \_\_\_
- b. Has the student received any other special needs help or tutoring? Yes \_\_\_ No \_\_\_
- c. Has the student ever repeated a grade for any reason? Yes \_\_\_ No \_\_\_

If so, which grade? \_\_\_\_\_ Briefly explain:

- d. Has your child received any honors or awards for scholastic achievement? Yes \_\_\_ No \_\_\_

Please list:

- e. Has your child ever been suspended or expelled by a previous school? Yes \_\_\_ No \_\_\_

List school, date and briefly explain each instance:

f. Has your child seen a counselor/doctor/psychiatrist for social, behavioral, or mental problems? Yes \_\_\_ No \_\_\_  
If yes, briefly state the nature of the problem and current diagnosis:

g. Has your child ever been examined or treated by a counselor/doctor/psychiatrist for hyperactivity or attention deficit disorder? (ADD or ADHD) Yes \_\_\_ No \_\_\_

h. Do you suspect or has your child been diagnosed with any learning disability? Yes \_\_\_ No \_\_\_  
If yes, briefly explain:

i. Has your child ever been involved in legal problems or arrested? Yes \_\_\_ No \_\_\_  
If yes, briefly explain:

4. How did you learn about Mexico City Christian Academy?

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5. Why do you want your child to attend Mexico City Christian Academy?

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6. Home church: \_\_\_\_\_ Pastor: \_\_\_\_\_

7. Mexico City Christian Academy encourages parents and guardians to regularly and enthusiastically serve as volunteers. Please list any special skills or interest areas where you would like to serve as a volunteer:

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8. Would you be willing to serve as a substitute teacher?

Yes \_\_\_ No \_\_\_

If yes, please list grades and/or subject?

9. The following items are required for your registration packet to be processed:

- a. All documents in the registration packet must be complete including signatures.
- b. Copy of latest report card or transcript from last school attended.
- c. Copy of Passport and FM-3 if applicable.

Please note incomplete packets will not be processed

After your registration packet has been reviewed you will be scheduled for an interview. Your complete registration fee will be due by May 1, 2011. Your first tuition payment will be due August 1, 2011. Your registration fee will be refunded only if MCCA disapproves your application due to space limitations or for other cause.

I certify the above information is true and correct to the best of my knowledge. I understand my financial obligations and agree to faithfully fulfill these responsibilities. I have read and understand MCCA's policies and guidelines. Further, I and my child pledge to wholeheartedly comply with these guidelines as written and/or any additions or amendments approved by the Board of Directors.

Signatures:

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student (7<sup>th</sup> grade and above) \_\_\_\_\_ Date \_\_\_\_\_

MCCA Office Use Only

1. Date Received \_\_\_\_\_

2. Interview Date \_\_\_\_\_

3. Entrance Exam Pass Fail

4. English Exam Pass Fail

5. Accepted Denied Postponed



## Financial Policies

1. Tuition is paid monthly over a 10-month period (August-May).
2. If a student attends part of a school month, the parents shall be responsible for the entire month's tuition.
3. Accounts not paid by the 10<sup>th</sup> of the month in which they are due will be considered delinquent and a \$25.00 US late fee will be applied to your account.
4. Families with delinquent accounts will not receive report cards, transcripts, or diplomas until all financial obligations to MCCA are paid in full.
5. Students whose parents/guardians have an outstanding balance at the end of the month will not be permitted to attend classes until the account is current or arrangements have been made for payment.
6. Students whose parents/guardians have an outstanding balance to MCCA will not be allowed to register for classes until the account is current or arrangements have been made for payment.
7. Students whose parents/guardians have an outstanding balance to another school will not be allowed to register for classes until the account is current or arrangements have been made for payment.
8. MCCA reserves the right to demand one (1) month tuition deposit for students who previously had report cards held or were not admitted to class because of late payments.
9. If you have a verifiable financial emergency and are "temporarily" unable to pay, please visit the school office before you become delinquent or withdraw your student.



## Financial Agreement

In consideration for accepting this application for our child to attend Mexico City Christian Academy (MCCA) and reserving a place for our child in the school; or reserving a place on the waiting list in the school for that child to attend MCCA in that child's expected grade level; and for consideration of said school making plans to provide sufficient teachers and resources for the education of our child, we, the parents/guardians, agree to the following:

**A. Registration Fee**

All registration and application fees are nonrefundable and nontransferable, unless MCCA is unable to accept our child as a student because of the results of tests or for any reason given by the school, and we understand that the school has the complete discretion to refuse to accept our child as a student. It is understood by us that the filing of this application with MCCA will be used to determine the number of teachers necessary within the school and determine the commitment of other financial resources. We understand the \$300.00 US registration fee is due upon enrollment. Further, if our child's application is approved and our child does not attend MCCA, we are liable for and agree to pay this registration fee no later than May 16, 2011. After the registration fee is paid, if the application is withdrawn by us as the parents/guardians of the child, for any reason, we understand that this fee is not refundable or transferable.

Registration fees will not be refunded under any circumstances, once the school year has started.

**B. Tuition**

1. Tuition should be paid monthly August-May. You may contact the school office for other payment options.

<b>1<sup>st</sup>-6<sup>th</sup> Grade</b>	<b>TUITION</b>	<b>REGISTRATION</b>	<b>TOTAL</b>	<b>10-Month</b>
1 <sup>ST</sup> CHILD	\$4,400.00	\$300.00	\$4,700.00	\$470.00
2 <sup>ND</sup> CHILD	\$3,650.00	\$300.00	\$3,950.00	\$395.00
3 <sup>RD</sup> or MORE	\$3,100.00	\$300.00	\$3,400.00	\$340.00
<b>7<sup>th</sup>- 12<sup>th</sup> Grade</b>	<b>TUITION</b>	<b>REGISTRATION</b>	<b>TOTAL</b>	<b>10-Month</b>
1 <sup>ST</sup> CHILD	\$4,550.00	\$300.00	\$4,850.00	\$485.00
2 <sup>ND</sup> CHILD	\$3,800.00	\$300.00	\$4,100.00	\$410.00

2. Missionaries who provide a copy of their FM-3 Ministry of Cult visa receive a 50% discount on tuition, but not the registration fee.

I have read MCCA's Financial Policies and Financial Agreement and agree to comply with both.

Parent/Guardian Printed Name \_\_\_\_\_

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

Student Name(s) and Grade(s) \_\_\_\_\_



MEXICO CITY CHRISTIAN ACADEMY  
Av. Las Águilas #73  
Col. Las Águilas  
Atizapan de Zaragoza, Edo de Mexico 52949

## PERMISSION TO USE PHOTOS

I agree to allow MEXICO CITY CHRISTIAN ACADEMY to use a photo (our photos) of my child in publications such as the recruitment and promotional materials, school websites and blogs and related publications, all of which are made public via our print publications and our website.

I understand that use of my child's photo will be anonymous. My name or my child's name will NOT be used.

I understand that these photos may be used in publications anytime in the next 10 years.

Our www site: <http://www.mcca-mexico.org>

PLEASE PRINT THE FOLLOWING INFORMATION:

Child's Name \_\_\_\_\_

Your Name/Relation to child \_\_\_\_\_

Address  
\_\_\_\_\_

Telephone \_\_\_\_\_

Your signature of permission \_\_\_\_\_

Today's Date \_\_\_\_\_