

SMITH PREPARATORY ACADEMY

Registration Forms for Dual Enrollment



Please mail registration forms to
PO Box 521522
Longwood, FL 32752
You may also hand deliver forms at
151 W. Church Drive
Longwood, FL

Registration Process

1. Complete and submit this registration form.
2. Initial, sign, and submit Student contract.
3. Submit birth certificate(s), up to date immunization record(s) and school physical(s).
4. Initial, sign, and submit financial contract and make initial payment accordingly.
5. Once documents and payments are processed you will be notified via email of further steps in preparation for the start of the new school year.

Smith Preparatory Academy – Student Enrollment Form

Complete one per student. Additional student enrollment forms may be downloaded at smithprep.com

Student's Name: _____ Prefers to be called: _____

Birthdate: ____ / ____ / ____ Age: _____ Gender: _____ Ethnicity: _____

Last 4 digits of SS#: _____ Student's email: _____

Status

You may enroll your child as a student or guest. Guests must register with the county or enroll with another private school. Guests receive the same instruction and student life opportunities, but Smith Prep will not maintain records, provide curriculum counseling, or generate transcripts.

Select: Student Guest

If your child is enrolling as a Student you are required to attend an orientation meeting with the Guidance Department. Please select one of the following dates to attend:

Saturday, May 13th, 10 – 11:30 AM Saturday, June 17th, 10 – 11:30 AM Saturday, August 5th, 10 – 11:30 AM

Dual Enrollment

General Psychology (Fall Semester), Mondays/Wednesdays

Freshman English 1 (Fall Semester), Mondays

Freshman English 2 (Spring Semester), Mondays

Medical Record

Please list any medical problems and/or medications taken on a regular basis: _____

Please list any allergies, including allergies to food and medicine: _____

Has your child been diagnosed with disabilities or impairments that may adversely affect their academic performance? Yes No

Has your child been involved in disciplinary action, suspended, or expelled from a previous school? Yes No

Has your child ever had a problem caused by the use of drugs or alcohol? Yes No

If you answered yes to any of the questions above, please provide a full explanation on a separate sheet.

Educational History

Please provide a brief history of student’s education.

Grade	Years	Type of School (Private/Public/Homeschool)	School and Location, if applicable
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If homeschooled and registered with the county last year, please indicate which county: _____

If a public or private school student last year, please provide the school address: _____

Records will be requested from the previous school for all incoming Smith Prep students, but not for guests.

Are there any outstanding financial obligations to the last school attended? Yes No

If you marked “yes” please explain: _____

If both parents will be employed outside the home, please explain how educational and childcare responsibilities will be met.

Parent Signatures

We hereby certify that the information provided on this registration form is true and correct.

Father’s signature: _____

Date: _____

Mother’s signature: _____

Date: _____

Office use only: BC ____ IM ____ PH ____ T/RC ____ CP ____ CoDt ____ Recs: Req ____ Rec ____

Smith Preparatory Academy – Student Contract

Additional student contracts may be downloaded at smithprep.com

All Upper School (7th - 12th grade) students are required to initial and sign the student contract. Up to three students may use this form.

Student Information

1. _____ Grade _____
Name

2. _____ Grade _____
Name

3. _____ Grade _____
Name

Commitments

Please place your initials by each statement to indicate your assent.

I. ____ / 2. ____ / 3. ____ I commit to strive for excellence in all I do and to abide by biblical standards of conduct both in and out of school.

I. ____ / 2. ____ / 3. ____ I commit to cooperate respectfully with all representatives of the Smith Prep faculty and of the church which hosts Smith Prep.

I. ____ / 2. ____ / 3. ____ I commit to submit respectfully to all Smith Prep policies, including those governing conduct and dress code. Please refer to the Smith Prep Family Handbook for details.

1. Student signature: _____ Date: _____

2. Student signature: _____ Date: _____

3. Student signature: _____ Date: _____

Smith Preparatory Academy – Financial Contract

Payment Options

Both parents please initial by your preferred payment option for 2017-2018.

___ / ___ **Option One** Tuition is paid annually by July 1, 2018. There will be a \$100.00 discount of the annual tuition per family when tuition is paid in full by May 15, 2017. This discount does not apply to Math, Latin, Yearbook, or students receiving the sibling discount.

___ / ___ **Option Two** Tuition is paid in two (2) equal semester installments by July 1 and December 1, 2018. There will be an administrative fee of \$150 applied to each family's account and divided between the two semester payments.

___ / ___ **Option Three** Tuition is paid in ten (10) monthly installments beginning July 1, 2018 and ending with the April 1, 2019 payment. There will be an administrative fee of \$150 year applied to each family's account for this option and divided equally among the ten payments.

Method of Payment

Acceptable methods of payment include personal check, cash, pre-arranged bank draft, or a debit or credit card through the online QuickSchools system. All families selecting Option Two or Three above must provide SPA with a valid debit or credit card account in the case of non-payment by the scheduled due date.

Financial Policies

Both parents please initial each line below indicating that you have read, understood, and agreed to the policy.

___ / ___ I/We understand that enrollment fees are charged per student, reserve a student's space at Smith Preparatory Academy, and are non-refundable at any time for any reason. Enrollment fees paid in the spring for the upcoming school year are placed on the family account.

___ / ___ I/We understand that annual tuition pays for the cost of instruction in the SPA Program, books, supplies, and other operational expenses at Smith Prep. We understand that all non-consumable books will remain the property of SPA and that students will retain all consumable books and materials. In addition to tuition and fees, families are required to purchase a school uniform, as well as common student school supplies. Other optional items/activities will be paid during the school year as a family chooses. These may include field trips, workshops, school portraits, yearbook, school jackets, missions support, and our annual yearbook fund raiser. Participation in any extra-curricular activities that may be offered is optional, not mandatory.

___ / ___ I/We understand that ONLY Tuition Payment Options Two & Three will be given a six day grace period. Payments not received in the school office or paid online by credit or debit card before the 7th of the month will be charged a \$25.00 late fee per student. Families who choose Option One but miss the payment deadline will automatically be moved to the next payment option. Students are subject to being suspended from classes if an account is not up

to date. (See Missing a Tuition Deadline in your Smith Prep Handbook for details.)

___ / ___ I/We understand that if a payment is not received in our office by the 25th of the month it is due, SPA reserves the right to charge the tuition payment, plus late fees incurred, to the debit or credit card provided above.

___ / ___ I/We understand that any checks returned to SPA for non-sufficient funds will have a \$35 fee assessed to our SPA account. (If two checks are returned, the account will be placed on a cash-only basis.)

___ / ___ I/We understand that if we withdraw our student(s) at any time, we are liable for all tuition for the full school year. (Please see details on Withdrawal Policy in the SPA Handbook for exceptions).

___ / ___ I/We understand that if our financial account is not current at the close of any semester, grades and records will be withheld until the account is settled.

___ / ___ I/We have read and understand the policies in the 2017-2018 Smith Preparatory Handbook regarding discounts, grace periods, tuition deadlines, late fees, withdrawal, NSF checks, and late enrollment.

I/We have read the complete Financial Options and Policies for Smith Preparatory Academy, and we agree to abide by all of the Financial Policies. We have retained a copy of this document for our records and reference:

Father/Guardian's Signature

Date

Mother/Guardian's Signature

Date

Additional Financially Responsible Adult (Optional)

Date