

Unity Christian School Enrollment Process

1. **Application** - Complete an Admissions Application Form and return it to either school office.
2. **Records** - Students transferring in from another school system **must bring in a copy of school records (transcripts, I.E.P., etc.) along with the application - prior to the admissions interview.** We will also need a signed Authorization for Release of Records in order for U.C.S. to receive final transcripts upon enrollment. Home schooling students should provide documentation indicating courses/subjects taken and grades received. Placement testing may also be necessary.
3. **Pastor's Report** – Complete the top portion of the Pastoral Recommendation form and give it to your pastor to return to us in the school envelope provided.
4. **Admissions Interview** - Once **all** the required paperwork is received, an admissions interview will be scheduled. Both parents and the student(s) are asked to be in attendance (*an exception may be made in single parent family situations*).
5. **Physicals** - After the application process is completed, a health examination is required for any student(s) entering preschool, kindergarten, 6th grade, 9th grade, high school athletics, and all out-of-state students entering Unity Christian School for the first time, as required by the State of Illinois. Dental examinations are also required for students entering Knd, 2nd & 6th grades. Physical and/or dental forms may be obtained from either school office (official forms must be used).
6. **Registration Fees** – \$65.00 for K-6th grade students - \$125.00 for 7-12th grade students
Registration fees are non-refundable and are due upon completion of registration. These fees include most activities and events (excluding athletics) that students will participate in throughout the year, including most end-of-year field trips. (Excludes Senior Class Trip)
7. **Tuition Payments** - Tuition may be paid annually, semi-annually, or in monthly payments. Families wanting monthly payments are required to go through **FACTS** – our tuition management agency. *Note:* The school's fiscal year runs from July 1-June 30. In order for a family to have tuition divided into 12 monthly payments, registration must be completed by June 1 for the upcoming school year – 11 monthly payments, registration must be completed by July 1, etc. **FACTS** charges a small annual fee for the set-up and maintenance of monthly tuition accounts.

2008-09 Tuition Schedule

Single Child Family Schedule					
# of	Half-Day K	Full Day K-3 rd Gr.	4th - 6 th Gr.		
<u>Children</u>	<u>Kinder.**</u>	<u>Elem.**</u>	<u>Elem.</u>	<u>Jr. High</u>	<u>Sr.High</u>
1st Child	\$ 2,250	\$ 2,995	\$ 4,350	\$ 4,950	\$ 5,060
Multiple Child Family Schedule					
1st Child	\$ 2,250	\$ 2,995	\$ 4,250	\$ 4,700	\$ 4,800
2nd Child	\$ 2,075	\$ 2,300	\$ 2,550	\$ 2,650	\$ 3,035
3rd Child	\$ 1,400	\$ 2,150	\$ 2,185	\$ 2,475	\$ 2,530
4 or More	\$ -	\$ -	\$ -	\$ -	\$ -

8. **Bus Transportation** – Unity Christian has two bus routes: Morrison/Mt. Carroll/ Savanna/Thomson *or* Garden Plain/ Clinton. Busing fee for the entire year is \$500 per family. Payment may be made by one full payment or 2 equal payments of \$250 due no later than August 15, 2007 and January 5, 2008.
9. **Book Fees** – High School Textbooks - these are purchased by students from the Unity bookstore and at the end of the year the bookstore will repurchase books directly from students for no more than 80% of the sale value *or* 20% per year from the original purchase value. Damages are assessed and depreciation applied accordingly.