



Registration Acknowledgement Form

Registration is not complete until this form is signed, and the registration fee is paid.

Financial Aid Scholarships are available for K-8th grade only upon request.

Registration Checklist:

(Please "✓" the box if the following items are attached, completed on www.fastdir.com/immanueljoplin, or already on file in the office)

Registration Form (Please "✓" if attached or registered/re-registered online)

Registration Fee (Please "✓" if attached or registered/re-registered online)

Birth Certificate (New registrations only)

Updated Immunization Records

Physical (Toddler, Preschool/Prekindergarten Students Only)

Agreement

By "✓" the boxes and signing this document, you are acknowledging or agreeing to the following:

Potty Trained (3 years old -5 year olds)

Preschoolers, three years and older, must be potty trained. (This does include those who turn three in the Toddler class.)

Publishing Photographs of Students

Photographs are taken of the students involved in different activities during the school year. These photographs could be published on brochures, web pages, internet sites, posters, etc. If you wish for your child's picture **NOT** to be published, please notify the office in writing or through FastDirect.

Field Trips

Martin Luther School students will take field trips to enrich their school experiences. The safety of students traveling is given prime consideration when planning field trips. Whenever possible, contracted bus transportation, or authorized means of public transportation, will be utilized. If you wish for your child not to participate in a field trip, please notify the office in writing. Otherwise, your child will be participating in the field trip.

By signing your name, you agree to notify the office in writing if you do not want your child's photograph or video to be published. You also agree to inform the office, in writing, if you do not want your child to participate in field trips. All families will be notified, in advance, when your child's class will be taking a field trip.

Technology/Online Collaborative Learning Policy and Procedure Handbook

As a parent or legal guardian, I grant permission for my child to access computer services, such as internet access and e-mail, at Martin Luther School. I have read the Technology/Online Collaborative Learning Policy and Procedure Handbook. It is impossible for Martin Luther School staff to monitor or restrict all controversial materials because, if found, they will most likely occur during regular research or communication. Should I become concerned about what my child is accessing on the internet, I understand that I can terminate this approval by contacting the principal of Martin Luther School.

Policy and Procedures

Martin Luther School's policy, procedures, and other helpful information is at www.fastdir.com/immanueljoplin link page. On the left-hand side of the page, click on "Links."

Tuition and Fees Policy



The school board determines tuition and is subject to the approval of the Immanuel Lutheran Church voters' assembly. Tuition offsets the cost of educating a child. Tuition is automatically withdrawn from your bank account and then deposited in the "general account" of Immanuel Lutheran Church to pay staff salaries, benefits, school maintenance, utilities, office costs, and other annual budget expenses approved by the congregation.

A. Tuition and Fees Standard

Martin Luther School families will support their child's education by promptly paying tuition payments and fees.

B. Payment of Tuition (Tuition is pro-rated over ten months.)

1. Ten equal monthly payments are processed using our **automatic withdrawal** system.
2. Other acceptable tuition payment arrangements include paying the tuition in one installment at the beginning of the first semester or paying the tuition in two installments, one at the beginning of each semester.
3. The school administrator may approve other special tuition payment arrangements. Arrangements are always subject to School Board review.

C. Tuition Delinquency

A Tuition Committee may be formed and empowered by the School Board to resolve instances of tuition delinquency. The committee will be composed of the School Board Chairperson, two other School Board members chosen by the board, and the school administrator. This committee will prayerfully work with parents to seek compliance with tuition policy. Correspondence with families under review is processed through this committee.

1. Tuition is delinquent if not received by the monthly date **you** chose.
2. All families are required to complete a credit/debit card application to collect tuition or other fees in arrears of a month.
3. Delinquent tuition accounts will be subject to monthly review.
4. A notice is sent when payment is not received by the monthly date you chose
5. After 30 days of delinquent, your child may be excused from Martin Luther School.
6. If the current year's tuition and/or fee balances are in arrears at the time of re-enrollment, the child's name will be placed on a waiting list, pending payment of delinquent funds.
7. Enrollment for the next school year may be denied if any unpaid balance is not resolved by the June meeting of the School Board. A resolution must be made through the School Board.
8. None of the actions delineated in this policy release unresolved debt from further collection action.
9. Report cards, awards, and diplomas will be held until all fees are paid in full, or a satisfactory agreement is made with the School Board.
10. If using a credit/debit card, there is a **3%** transaction fee each time you use the card and a \$1 fee on all other transactions.
11. There will be **\$50** assessed from all "insufficient funds" transactions.
12. **If you start a semester, you must finish paying for the semester.**

By signing this form, I agree and/or acknowledge the policies and rules defined within this document.

Name: _____ **Date:** _____

(Please return this signed form to the office. Thank you!)

Lighting the flame of learning with God's word as the foundation and demonstrating a Christian life within our school, family, and community.

Martin Luther School is a mission of Immanuel Lutheran Church-The Lutheran Church Missouri Synod