

# New Heights School

## 2012-2013 Letter of Registration

I intend to enroll my child at New Heights School for the 2012-2013 school year. I understand that registration will be complete when I submit this Letter of Registration and the **FULL** registration fee.

Paid registration reserves the opportunity to continue in the enrollment process which includes: submission of **ALL** enrollment materials, placement testing, and confirmation of financial arrangements for tuition. Those who have completed the enrollment process will be guaranteed a spot. Those who have not completed the enrollment process (incomplete paperwork, failed placement tests, etc.) will not be guaranteed a spot. In the event that the enrollment process has not been completed and a class fills or placement tests have not been passed, all but \$50 of the registration fee will be refunded at the discretion of the administration. If a student cannot be enrolled, the parents will be notified. **There will be no other refunds of registration fees.**

No partial registration payments will be accepted.

The admission/enrollment process will not be complete until **ALL** enrollment forms are turned in. All forms are due **May 30, 2012.**

To ensure classroom space for your student, all current family outstanding balances (with the exception of normal SmartTuition payments) must be paid in full.

<b>Student Information</b>				
Full Name:	First	Middle	Last	Preferred Name:
Student Street Address:			Grade Entering:	PreK # Days/wk:
City:		State:		Zip:
Home Phone:		Birth Date:	Age:	Gender:
<b>Parent/Guardian Information</b>				
<b>Father's</b> Full Name:				
Street Address:				
City:		State:		Zip:
Home Phone:		Work Phone:	Cell Phone:	Fax Number:
E-mail Address(s):				
Place of employment:			Father's title:	
<b>Mother's</b> Full Name:				
Street Address:				
City:		State:		Zip:
Home Phone:		Work Phone:	Cell Phone:	Fax Number:
E-mail Address(s):				
Place of employment:			Mother's title:	
<b>Academic Information</b>				
Applicant's previous (pre)school(s):				
<b>Payer's Information</b>			<b>Indicate Tuition Payment Plan Type</b>	
<b>Payer's</b> Full Name:			<b>Check your selection:</b>	
Street Address:	If different from student's		<input type="checkbox"/> Annual (one payment – due July 1 <sup>st</sup> – late payments will not receive 5% incentive reduction)	
City:	If different from student's		<input type="checkbox"/> Two-payments (July 1 <sup>st</sup> , Jan 5 <sup>th</sup> – late initial payments will not receive 3% incentive reduction)	
State, Zip:	If different from student's		<input type="checkbox"/> Monthly Installments (Smart Tuition Plan)	
Phone number:	If different from student's			
Relationship:				
<b>Registration Fee (check appropriate box)</b>			<input type="checkbox"/> \$180 for 3K or 4K	<input type="checkbox"/> \$225 for K5 through 6 <sup>th</sup> grade

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name - printed

(New families) Were you referred to NHS by a current family? If yes, who? \_\_\_\_\_

If not, how did you hear of NHS? \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Method of Registration Payment:

\_\_\_\_\_ Cash (Receipt # \_\_\_\_\_)  
\_\_\_\_\_ Check (Check # \_\_\_\_\_)  
\_\_\_\_\_ Credit Card (Trans. # \_\_\_\_\_)

Amount: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Amount: \_\_\_\_\_

\_\_\_\_\_ Enrollment packet provided to family – Date: \_\_\_\_\_

\_\_\_\_\_ Enrollment packet received by NHS – Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_