

# Student Application

## School Year 2026-2027



### FIRST STUDENT'S PERSONAL INFORMATION (for additional students, see next page)

Date of Application:		Applying for (Grade):	
First Name:	Middle Name:	Last Name:	
Date of Birth:	Sex:	Male	Female
City & State of Birth:		Country of Birth:	
Street Address:			
P.O. Box, if any			
City:		State:	Zip Code:
Home Telephone:			

### STUDENT'S FAMILY INFORMATION

MOTHER OR LEGAL FEMALE GUARDIAN	FATHER OR LEGAL MALE GUARDIAN
Name:	Name:
Relationship to Student:	Relationship to Student:
<input type="checkbox"/> Check here if address is same as above student's	<input type="checkbox"/> Check here if address is same as above student's
Address:	Address:
City/State:	City/State:
Zip Code:	Zip Code:
Email:	Email:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Does the student reside at this address? Y N	Does the student reside at this address: Y N
Is there shared custody of this child? Y N	Is there shared custody of this child: Y N

It is required that we have your legal physical address on file. If your physical address is different from the one listed above, please provide the following:

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### TRANSFER INFORMATION (IF APPLICABLE)

Please list other schools attended: (If it's not applicable, note with N/A)			
Years attended:		Years attended:	
Name of School:		Name of School:	
Mailing Address:		Mailing Address:	
Phone #	Fax #	Phone #	Fax #
Email address:		Email address:	

**TRANSFER STUDENT'S PARENT/GUARDIAN MUST SIGN THE RELEASE OF TRANSCRIPTS FORM BEFORE ADMISSION**

<b>SECOND STUDENT'S PERSONAL INFORMATION</b>			
Date of Application:		Applying for (Grade):	
First Name:	Middle Name:	Last Name:	
Date of Birth:	Sex:	Male	Female
City & State of Birth:		Country of Birth:	
Street Address:			
P.O. Box, if any			
City:		State:	Zip Code:
Home Telephone:			

<b>THIRD STUDENT'S PERSONAL INFORMATION:</b>			
Date of Application:		Applying for (Grade):	
First Name:	Middle Name:	Last Name:	
Date of Birth:	Sex:	Male	Female
City & State of Birth:		Country of Birth:	
Street Address:			
P.O. Box, if any			
City:		State:	Zip Code:
Home Telephone:			

<b>FOURTH STUDENT'S PERSONAL INFORMATION:</b>			
Date of Application:		Applying for (Grade):	
First Name:	Middle Name:	Last Name:	
Date of Birth:	Sex:	Male	Female
City & State of Birth:		Country of Birth:	
Street Address:			
P.O. Box, if any			
City:		State:	Zip Code:
Home Telephone:			

## Enrollment, Tuition & Fees Policy

Prompt payment of tuition and fees is required of all families and is an essential condition of enrollment at Machias Valley Christian School (MVCS). As a small institution, MVCS relies on the timely and full payment of all tuition and fees to operate effectively.

This policy is intended to reflect common and accepted practices among private schools and to comply with applicable state and federal laws.

### 1. Registration, Tuition, and Book Fees

- Registration and book fees are due in full at the time of registration.
- Unless otherwise stated in writing, registration and book fees are non-refundable.
- Tuition, less any awarded financial aid, must be paid in advance using one of the following options:
  - Full payment for the academic year; or
  - Monthly installment plan consisting of 10 or 11 equal payments
    - 11-month plan: payments begin in July
    - 10-month plan: payments begin in August
- All installment payments are due on the 1st day of each month.
- MVCS may require enrollment in an approved tuition payment system and/or automatic payment (auto-pay) for installment plans.

### 2. Late Payments and Interest

- A late fee of \$5.00 will be assessed for each missed or late payment not received within five (5) days of the due date.
- Accounts more than 30 days past due, or with more than three (3) late or incomplete payments in a school year without prior approval, may be considered in default.
- MVCS reserves the right to assess reasonable interest on past-due balances, not to exceed 1.0% per month (12% annually), where permitted by law.

### 3. Notice of Delinquency and Opportunity to Cure

- MVCS will provide written notice of any delinquent account via email and/or mailed letter.
- Families will have fifteen (15) days from the date of notice to bring the account current ("cure period").
- Families may request a temporary payment arrangement during this period; approval is at the discretion of MVCS.
- Failure to resolve the delinquency within the cure period may result in termination of enrollment.

### 4. Collection of Past Due Accounts

- MVCS reserves the right to pursue all lawful means to collect unpaid balances, including referral to third-party collection agencies and/or legal action.
- Any sharing of financial information will be conducted in accordance with applicable federal and state privacy laws.

- To the extent permitted by law, families are responsible for reasonable costs of collection, including court costs and collection agency fees.

## 5. Withholding of Records and Student Participation

- MVCS reserves the right to withhold report cards, transcripts (official and unofficial), and other non-mandatory academic records until all financial obligations are satisfied.
- In accordance with applicable student records laws, records required for transfer to another school will be provided upon request.
- Participation in graduation ceremonies, extracurricular activities, and other school-sponsored events may be denied if accounts are not current.
- Medical records will be released immediately upon request, regardless of account status.

## 6. Returned Payments (NSF)

- A fee of \$25.00 will be assessed for any returned, declined, or non-sufficient funds (NSF) payment.
- Repeated returned payments may result in loss of installment payment privileges.

## 7. Withdrawal and Refund Policy

- Enrollment at MVCS constitutes a commitment for the full academic year.
- Families who choose to withdraw a student must provide a minimum of two (2) months' written notice.
- Tuition and fees remain due and payable during the notice period, regardless of student attendance.
- No tuition refunds will be issued for partial months attended.
- Tuition and fees are non-refundable after July 1 or after the student's first day of attendance, whichever occurs first.
- This policy represents a reasonable estimate of the financial impact of withdrawal on the school and is not a penalty.

## 8. Termination by MVCS

- MVCS reserves the right to terminate enrollment for behavioral, disciplinary, safety, or policy violations.
- In such cases, the family remains responsible for tuition and fees through the end of the billing month (defined as the calendar month in which services are provided) in which termination occurs.

## 9. Financial Aid

- Financial aid awards are contingent upon accounts remaining current.
- MVCS reserves the right to modify or revoke financial aid if payment obligations are not met.

## 10. Re-Enrollment

- Enrollment for a subsequent school year may be denied until all outstanding balances are paid in full.

## 11. Tuition Insurance (Optional)

- MVCS may offer or recommend tuition insurance through a third-party provider. Participation is optional but encouraged.

## 12. Exceptional Circumstances

- MVCS reserves the right to modify schedules, delivery of instruction, or policies due to circumstances beyond its control, including but not limited to public health events, weather emergencies, or government orders.
- Financial obligations remain in effect unless otherwise stated by MVCS in writing.

## 13. Billing Disputes

- Any questions or disputes regarding tuition, fees, or account balances must be submitted in writing to MVCS within ten (10) business days of the charge or billing statement.
- MVCS will review and respond within a reasonable timeframe.

## 14. Governing Law

- This agreement shall be governed by and interpreted in accordance with the laws of the State of Maine.

## 15. Severability

- If any provision of this policy is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

## Acknowledgment and Agreement

By signing below, the parent(s)/guardian(s) acknowledge that they have read, understood, and agree to abide by the terms of this Tuition and Fees Payment Policy.

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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



I, (please print name) \_\_\_\_\_ (parent/legal guardian/agent) certify that I assume full responsibility for payment of all tuition and fees to Machias Valley Christian School for the aforementioned student's program of study.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**