

# Windsor Academy Application for Admission

The legal guardians ("Parents") are required to apply for admission to Windsor Academy, Inc. ("School") for each student by providing the requested information and the payment of a testing fee (\$50), if testing is required (non-refundable).

**As the Parent, I submit the following information concerning my child as complete and accurate:**

Student Full Name: \_\_\_\_\_ Student prefers to be called: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security # \_\_\_\_\_ Age: \_\_\_\_\_ DOB \_\_\_\_\_ Rising Grade \_\_\_\_\_

## School History

Has the student ever repeated a grade: Yes No If yes, what grade(s) \_\_\_\_\_

Last School Attended: \_\_\_\_\_

Complete Street Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Has your child ever been suspended (ISS/OSS) at any school? Yes No If yes, please describe:

## Physical/Mental History

Has your child been diagnosed with a learning disability or ADD/ADHD? Yes No *If yes, a copy of the psychological evaluation must be turned in with this application.*

Does your child have any physical (allergies, diabetes, etc.) or emotional disability? Yes No

Explain: \_\_\_\_\_

## Parental Information

Father's Name \_\_\_\_\_ SS# \_\_\_\_\_ Place of Employment \_\_\_\_\_

Complete Home Address \_\_\_\_\_ Phone \_\_\_\_\_ Work \_\_\_\_\_

Father's Email address \_\_\_\_\_

Mother's Name: \_\_\_\_\_ SS# \_\_\_\_\_ Place of Employment \_\_\_\_\_

Complete Home Address \_\_\_\_\_ Phone \_\_\_\_\_ Work \_\_\_\_\_

Mother's E-Mail address \_\_\_\_\_

## Other

If you were recommended by a family with children currently enrolled at Windsor Academy, please list their name:

The Parent or Guardian executing this application certifies they are authorized to execute on their behalf and on the behalf of all others having a parental relationship to student.

Print Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
(see Conditions on back)

# Conditions for Admission

The application for the student is subject to the stated conditions herein and to any changes that may hereinafter occur as determined by the Board of Directors to be in the best interest of Windsor Academy and those in attendance.

- Age Requirement:** Proof of age must be verified by a copy of a birth certificate (certified if requested). Student must meet the age requirements for the school year they are applying:
  - K3 must be 3 years of age on or before September 1
  - K4 must be 4 years of age on or before September 1
  - K5 must be 5 years of age on or before September 1
- Testing Fee:** A \$50 non-refundable testing fee for any Student applying for grades 5-12 will be charged and is to be paid upon submittal of the application to Windsor Academy. Students in K5-4<sup>th</sup> may be tested but is not always required.
- Physical Exam:** The Parent, which term is defined herein as to include any Guardian of the Student, is responsible for providing written documentation from the family physician or Health Department verifying completing all required immunizations for school. A completed School Certificate of Immunization (form 3231) is required for all students. The parent is responsible for keeping the above documentation true and accurate through the Student's enrollment.
- 501(c)(3):** Windsor Academy, Inc is a 501(c)(3) non-profit organization and depends on contributions and outside monetary support to keep tuition cost low and maintain levels of quality education. Upon acceptance of admission you agree to participate in Windsor Academy's Capital Campaign fund raising activities, including (but not limited to) the Annual Giving Campaign, Fall Raffle and Spring Auction
- Assessment:** Windsor's Annual Raffle is an annual major fund-raising campaign for the school. Each family is responsible for the sale of \$300 worth of tickets. In lieu of the required sale of tickets, it is understood and agreed upon by the Parent(s), that Windsor may initiate an assessment against the student's account up to the required \$300 monetary sale of tickets.
- Special Need Services:** Windsor Academy is not set up to provide special need services in accordance with an RTI plan, 504 plan, and/or Individualized Education Plan. We will review these plans on a case by case basis and determine what modifications, if any, that we can service.
- Non-Refundable Fees:** Windsor Academy will NOT refund any enrollment, testing, or activity fees that have already been paid, either directly to the school or otherwise. If you choose to withdraw your child/children from Windsor Academy, you will be responsible for the full amount of the current school year's tuition before any records will be forwarded to another school. Hardships and appeals will be by writing the Windsor Academy Finance Committee an explanation of withdrawal, where their considerations will be determined in a timely manner.
- Enrollment Review:** Completing all enrollment and tuition paperwork does not complete the registration process for enrollment into Windsor Academy. The final decision for enrollment will not happen until all academic and discipline records have been received and reviewed by the Windsor Academy administrative team.
- Enrollment Determination:** Final acceptance or denial of acceptance will be determined within three business days of receiving the appropriate records for admission to Windsor Academy.
- Handbooks:** Students and Parents acknowledge and agree to read and abide by the policies and procedures listed in the Student Handbook and the Athletic Handbook. Signature sheets from both must be turned into the student's homeroom teacher during the first full week of school. They can be found on our website: [wknights.com](http://wknights.com)

**Windsor Academy is a non-profit organization and does not discriminate because of race, creed, color or national origin.**

I have read all the above conditions. I understand the intent and I agree to follow each expectation.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**OTHER TERMS AND CONDITIONS OF ENROLLMENT**

The registration fee must accompany this form. A seat will not be reserved for any student whose Parent(s)/Legal Guardian(s) has not signed the Enrollment and Tuition Contract and paid the required registration fee.

The Parent, as described above, agree(s) and understand(s) that tuition is for an entire school year. By signing this Contract, she/he is obligated to pay the full year's tuition. If your child does not complete the school year, the School is entitled to the payment of liquidated damages. In cases of absence, withdrawal, disciplinary dismissal, or removal for tuition indebtedness, the Parent is/are responsible for the full year's tuition. The administration retains the right to make exceptions when appropriate.

Parent agree(s) and understand(s) that if all financial obligations are not met, the student will not be permitted to take mid-term or final exams until tuition is paid. If exams are not taken, and a student leaves the school, the released transcript will reflect grades of incomplete. If a student's tuition account is more than one month in arrears, the student may not be permitted to return to school after the 5<sup>th</sup> (or nearest school day after the 5<sup>th</sup>) of the following month. In the event of continual non-payment, the administration reserves the right to remove the child from school.

The Parent understand(s) that in the event on non-payment of school fees and tuition, the school shall have the right to proceed with any legal remedy available for collection, including the recovery of interest and reasonable attorney's fees. The Parent agree(s) and understand(s) that by signing this Contract, she/he agree(s) to accept rules and regulations established by the school.

Parent agree(s) and understand(s) that in choosing this school for his/her child, as parent(s) or legal guardian(s), she/he hereby waive(s) and release(s) any and all rights and claims for damages, injuries, loss or illness she/he may have against the administration, faculty, staff, and volunteers of Windsor Academy, except those arising out of gross negligence of volunteers or school employees acting within the scope of their employment.

Parent attest(s) that his/her child is physically fit to participate in Physical Education classes. Written medical documentation must be provided, by the Parent(s)/Legal Guardian(s), for any student unable to participate in Physical Education classes.

Parent grant(s) permission for the above-named student to participate in school sponsored events. Parent grant(s) permission to the school to use photographs, videotapes, motion pictures, recordings, and other records of the child for legitimate purposes.

**Windsor Academy admits students of any race, creed, or nationality.**

The Parent certify(ies), under penalty of perjury, that I/we am the Parent(s)/Legal Guardian(s) of the above-named student and that all of the information contained in the Application for Admission is true and correct.

Parent(s)/Legal Guardian(s)

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Witness: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Principal or Designee:

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Placement: \_\_\_\_\_