

**RIDGECROFT SCHOOL – APPLICATION FOR ENROLLMENT
CONDITIONS FOR ENROLLMENT**

Please read carefully the application conditions on the back. Sign, date, and return.

1: The following chart indicates enrollment limits by grade:

Kindergarten: 25	Grades 3-6: 25
First Grade: 25	Grade 7: 26
Second Grade: 25	Grade 8-12: 28

2. A class position (according to enrollment limits) or priority number on the waiting list cannot be established until the \$650.00 enrollment fee has been paid in full.
3. If the class is not filled at the time of this application and later a withdrawal or refund request is made prior to the close of registration for the year in which the applicant is scheduled to enter school, the following refund policy will apply. Of the \$650.00 fee, \$250.00 is non-refundable and the remaining \$400.00 is refundable upon a written request of the parent. After the child is enrolled and attends classes, no portion of the \$650.00 enrollment fee is refundable.
4. If the class is filled at the time of this application and the \$650.00 fee has been paid, then the \$650.00 fee will be fully refunded upon written request of the parent. Upon refund, all priority for any waiting list for the grade applied for or any future grade shall cease. It is the responsibility of the school to notify the parent if a place becomes available and at that time the parent has the option of acceptance of the place available or a full refund.
5. Pre-registration for the next school year is held each spring. A non-refundable \$190.00 fee per family is due and payable at that time. If this application is completed after the pre-registration period, the \$190.00 pre-registration fee is due at the time the application is approved.
6. A birth certificate or copy is required for acceptance of this application. For transfer students, a transcript including a copy of the birth certificate from the former school will satisfy this requirement.
7. With an enrollment limit of 25 in kindergarten through sixth grade, 26 in seventh grade, 28 in grades 8-12, the above-name child is in position number _____ provided all above condition are met. Parents may not necessarily be informed of an improvement in a waiting list position until a class opening occurs.
8. Enrollment at Ridgcroft School is contingent on acceptable academic records and criteria.
9. Any appeal of the refund policy may be made, by letter addressed to the Headmaster. The Executive Committee of the Board of Directors will hear the appeal.

This is to certify that I have read thoroughly and understand the above application and agree to all terms and conditions stated therein.

Date
Approved by: Admissions Director:

Headmaster

Parent's Signature

Signature

Signature