



# John Curtis Christian Schools

Grades T2 – 6 ♦ 10931 Jefferson Hwy. ♦ Grades 7-12 ♦ 10125 Jefferson Hwy.  
River Ridge, Louisiana 70123  
Phone: 504-737-4621 Fax: 504-739-2341  
[www.johncurtis.com](http://www.johncurtis.com)

## Application for Admission

For School Year **2024-2025**

### CHECK GRADE APPLYING FOR:

☐ T2 ☐ 2PK ☐ 3PK ☐ 4PK ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Date of Application \_\_\_\_\_ Application Approved By \_\_\_\_\_

Referring Student/Teacher \_\_\_\_\_ Student's Start Date \_\_\_\_\_

Please call the school at 504-737-4621 to make an appointment for an admissions interview.

When you and your child come for your interview, make sure you have the completed paperwork listed below.

No application can be accepted without the registration fee.

- Application for Admission
- Application Fee (\$350 before April 1<sup>st</sup>, \$500 after April 1<sup>st</sup>)
- Activity Fee (\$200)
- Copy of most current report card and last two years final report cards
- Copy of Student's Birth Certificate
- Copy of Student's Social Security Card
- Copy of Student's Immunization Record
- Last two years standardized test scores

## STUDENT INFORMATION

### STUDENT

Full Legal Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Student Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student Home Phone \_\_\_\_\_ Student Cell Phone \_\_\_\_\_

Student Email \_\_\_\_\_ Last School Attended: \_\_\_\_\_

Race (Check One): ☐ Caucasian ☐ African American ☐ 2 or More Races ☐ Hispanic ☐ Asian  
☐ American Indian / Alaskan Native ☐ Middle Eastern ☐ Native Hawaiian / Pacific Islander

Sex: ☐ Male ☐ Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc Sec # \_\_\_\_-\_\_\_\_-\_\_\_\_  
YYYY / MM / DD

Health Issues \_\_\_\_\_

Educational/Psychological Diagnosis \_\_\_\_\_

Emergency Contact (not parent) \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Phone \_\_\_\_\_

### STUDENT LIVES WITH

☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Legal Guardian  
☐ Father/Stepmother ☐ Mother/Stepfather ☐ Joint Custody

### CHECK ALL THAT APPLY

☐ Parents Married ☐ Mother Deceased ☐ Father Deceased ☐ Single/never married  
☐ Parents Separated ☐ Parents Divorced ☐ Mother Remarried ☐ Father Remarried

### SIBLINGS

(in grades K thru 12)

Name	Grade	School Attending

---

## CONTACT INFORMATION

*Only one person can be the **PRIMARY CONTACT** for a student. The Primary Contact is the person the school will contact via email for the purpose of verification of student demographics, online registration and re-enrollment, collection of fees, submit documents online, permission slips and surveys, online submission of course requests, and online submission of excused absences and tardy notes.*

### PRIMARY CONTACT

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City,St,Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Relationship to Student:**    ☐Mother    ☐Father    ☐Stepmother    ☐Stepfather    ☐Legal Guardian  
   ☐Grandmother    ☐Grandfather    ☐Other \_\_\_\_\_

---

### OTHER CONTACT

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City,St,Zip \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**Relationship to Student:**    ☐Mother    ☐Father    ☐Stepmother    ☐Stepfather    ☐Legal Guardian  
   ☐Grandmother    ☐Grandfather    ☐Other \_\_\_\_\_

***Contact will receive information for the below topics if NOT CHECKED:***

☐Demographics    ☐Attendance    ☐Report Cards    ☐Scheduling    ☐Discipline    ☐Billing

---

## BILLING INFORMATION

**SELECT PAYMENT PLAN FOR 2024-2025 SCHOOL YEAR:**

\_\_\_\_\_ **1 PAYMENT PLAN TO JCCS**

\_\_\_\_\_ **2 PAYMENT PLAN TO JCCS**

\_\_\_\_\_ **11 PAYMENT PLAN TO BLACKBAUD  
TUITION MANAGEMENT**

*Select discount (if applicable)*

	>=3 Students in one family DISCOUNT (20%)
	ACTIVE MILITARY/EDUCATOR/ FIRE/MINISTER/POLICE DISCOUNT (10%)

---

# AGREEMENT

*As a parent/guardian of a student, I understand that a place will be reserved for the student only if an Application for Admission signed by an Administrator of John Curtis Christian School, the nonrefundable Registration Fee and the Activity Fee are submitted to the school on their respective due dates. Enrollments received after that date would be subject to space availability.*

In consideration of this reservation agreement by John Curtis Christian School, the undersigned agrees to pay all required tuition and fees and abide by all stipulations and payment terms set forth in the enclosed document titled *Financial Policies, Terms, And Conditions of Enrollment* for the 2024-25 Academic Year. I understand that this contract is contingent upon the student's successful completion of the current academic year as solely determined by John Curtis Christian School administrators.

I understand that my obligation to pay the tuition and fees for the full academic year is unconditional and no portion of such tuition and fees paid or outstanding balance will be refunded or cancelled despite the subsequent absence, withdrawal or dismissal from the School of the above student. I further understand that John Curtis Christian School has the right to withhold the above student's academic record for failure to pay any portion of such tuition and fees in accordance with this agreement.

Should enrollment be withdrawn prior to May 15, 2024, the Application Fee will be retained by the school, but there is no obligation to pay other sums. If enrollment is cancelled or if the student fails to attend school even as a result of dismissal by the school after May 15, 2024, I am obligated to pay tuition and fee charges to the school or Blackbaud Tuition Management.

Unless and until I deliver to the school written notice to the contrary, I hereby authorize the above named student to participate in all school activities, including athletics and school-sponsored or sanctioned trips, and I authorize use of this student's photograph in school publications and advertising.

The parent or guardian also absolves John Curtis Christian School, its administrators, teachers, and / or parents furnishing transportation (not to include insurance companies and commercial buses) from any responsibility that might be incurred due to accident or injury to the applicant while on a school sponsored event.

## NO GUARANTEE OF ACCEPTANCE

Please be advised that completion of this application does not guarantee acceptance into this school. The school reserves the right to approve or deny any applicants.

## AUTO-DEBIT TERMS (Applies to auto-debit enrollees only)

If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Blackbaud Tuition Management shall have no liability for any fees charged to you by your financial institution. Blackbaud Tuition Management will automatically reattempt any failed debits approximately 10 days after the original payment date. This authority will remain in effect until Blackbaud Tuition Management receives your written instruction to cancel auto-debit service. To cancel or stop a scheduled auto-debit payment, or re-attempt, you must contact Blackbaud Tuition Management no later than 3 business days prior to the scheduled payment at **(888) 868-8828**.

## FEES

Blackbaud Tuition Management's terms and conditions state that if a payment is posted past the due date, your account will be assessed a late charge. If a check or money order fails to clear, Blackbaud Tuition Management charges a fee of \$40.00.

## TERMS AND CONDITIONS

I have read and agree to the terms and conditions listed above. I agree that the school may automatically re-enroll me in the Blackbaud Tuition Management Payment Program for each subsequent school year that my children attend this school. I agree to pay the amount established by my school for the students listed on my application and realize that if any payments fail to be posted by the specified due date such inaction will result in a late fee established by any school. I understand that Blackbaud Tuition Management may contact me via Email and telephone when payments are late and charge a follow-up fee to my account.

## NONDISCRIMINATORY POLICY

John Curtis Christian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

In completing this application, the parent or guardian subscribes to the regulations, including the drug abuse policy, and spirit of the discipline maintained at John Curtis Christian Schools.

Parent/Guardian\_\_\_\_\_ Student\_\_\_\_\_

My child and I have read and agree to comply with the rules, policies, and regulations in the JCCS Student Handbook.

Parent/Guardian\_\_\_\_\_ Student\_\_\_\_\_

The undersigned also acknowledges that the above terms and conditions are in effect during the entirety of the above student's enrollment at John Curtis Christian School, unless otherwise agreed to in writing. BY SIGNING BELOW, YOU AGREE TO THE TERMS OF THIS AGREEMENT.

\_\_\_\_\_  
*Custodial Parent or Guardian Signature*

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

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

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

For Business Office Use Only: PAYMENT: CASH\_\_\_\_\_ CHECK # \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_