



To Parents of Prospective Students,

Thank you for your interest in Highland Baptist Christian School. Highland's admissions policy opens the school to families who are supportive of its philosophy, objectives, and standards of education, and whose children meet its enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to Highland, please read the Student Handbook at hbczni.org. The Student Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students. We request that after reading the handbook, parents and students proceed with the application only if they are in agreement with, and are willing to abide by its policies.

The first several pages of the handbook explain our purpose, mission and beliefs. HBCS unashamedly believes, teaches, and practices biblical principles which are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, Highland will complement the beliefs and ideals your child is taught at home.

If you do not agree with a biblical worldview, enrolling your child in our school may cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our beliefs and mission statement. If your beliefs and lifestyle choices are not in agreement with God's Word, that answer could present a conflict in your child's heart and mind.

We respect your desire to place your child in the best possible learning environment, and feel that you would be doing so by pursuing enrollment at Highland.

We look forward to partnering with you to educate your child in God's truth.

Tim Sensley
Administrator

Registration begins:

Monday 11/18/2019
Monday 1/13/2020
Monday 2/10/2020

For:

current HBCS students and PK3/PK4
siblings of re-enrolled HBCS students, Church Members, CLC
Community

Applications are processed on a first come, first served basis. Application Fee is non-refundable.

HBCS does not discriminate on the basis of race, color, national or ethnic origin. IRS Revenue Procedure 75-5 requires schools to keep records on the racial composition of its student body, faculty, and administrative staff for each academic year.

Highland Baptist Christian School Curriculum



Elementary: PK-6th Grade	
Publisher	Subject
PK3	
Abeka	Phonics, Math, Letters
PK4	
Abeka	Phonics, Penmanship, Numbers, Reading
Kindergarten	
Abeka	Phonics, Penmanship, Math, Reading
Lifeway	Bible
Scholastics	Science
ACSI	PE/Health
1st Grade	
Abeka	Phonics, Penmanship, Math, Reading, Spelling, Language, Bible
Purposeful Design	Science/Social Living
Scholastics	Science
Loyola Press	English/Grammar
ACSI	PE/Health
2nd Grade	
Abeka	Phonics, Penmanship, Math, Reading, Spelling, Language, Social Studies
Scholastics	Science
Positive Action	Bible
ACSI	PE/Health
3rd Grade	
Abeka	Phonics, Penmanship, Math, Reading, Spelling, Language, Social Studies
BJU	Science
Positive Action	Bible
ACSI	PE/Health
4th Grade	
Abeka	History and Math
BJU	Science
Pearson - Oasis	Spelling
Novels	Reading
Positive Action	Bible
ACSI	PE/Health
5th Grade	
BJU	History and Science
Positive Action	Bible
Pearson - Oasis	English
Curriculum Associates	Reading
Abeka and Houghton Mifflin	Math
ACSI	PE/Health
6th Grade	
BJU	History and Science
Positive Action	Bible
Novels and Curriculum Associates	Reading
Collaborative Classroom	Writing, ELA
Abeka and Houghton Mifflin	Math
ACSI	PE/Health

MIDDLE SCHOOL: 7th & 8th	
Publisher	Subject
7th Grade	
Curriculum Associates	Reading
Houghton Mifflin	Math
McGraw Hill	History, Science and English
Positive Action	Bible
ACSI	PE/Health
8th Grade	
Clairmont Press	History
Curriculum Associates	Reading
Houghton Mifflin	English and Math
McGraw	Physical Science
Positive Action	Bible
ACSI	PE/Health

HIGH SCHOOL: 9th - 12th	
Choice of College Prep or Honor Courses	
9th Grade	
Houghton Mifflin Harcourt	English
McGraw Hill	Math, Science and Spanish
Highland	Art
Summit	Bible
ACSI	PE/Health
10th Grade	
Houghton Mifflin Harcourt	English
McGraw Hill	Math, Science, Spanish and History
Summit	Bible
ACSI	PE/Health
11th Grade	
Houghton Mifflin Harcourt	English
McGraw Hill	Math, Science and History
Summit	Bible
Various Electives, Athletic PE or Possible Dual Enrollment Options	
12th Grade	
Houghton Mifflin Harcourt	English
McGraw Hill	Math, Science and History
Summit	Bible
Various Electives, Athletic PE or Possible Dual Enrollment Options	

Payment Plan Through FACTS

As an independent school, Highland Baptist Christian School (HBCS) strives to effectively utilize its available human and financial resources. To help meet this goal, HBCS co-sources through FACTS Management Company for payment of monthly tuition and fees.

Our families receive email reminders and are able to access their accounts online to:

- Pay ahead online
- Switch payment methods
- Apply payment to future charges



A Sensible Plan:

FACTS is used by more than 5,500 other institutions. It is not a loan, there is no debt, no interest or finance charges are assessed, and there is no credit check. There is a **FACTS annual enrollment fee** (non-refundable) is \$46 per family for monthly tuition payments/fees OR \$20 for families utilizing Before/After Care who pay tuition annually.

Tuition is handled conveniently and securely through a preauthorized automatic bank payment from a checking or saving account routing information OR automatic charge to debit card or credit card with 2.85% convenience fee.

•**Automatic Bank Payment (ACH)**—Pre-authorized payments will be automatically deducted from a checking or savings of your choice on the 1st, 5th or 10th of the month.

•**Credit Card**—If you elect to use this option, your monthly payment plus a 2.85% convenience fee will be automatically charged to your credit card on your choice of the 1st, 5th or 10th of the month (AMEX, MasterCard, or Discover are accepted; not VISA)

Any payment after the 10th will be charged a \$25 late fee.

You may also choose to pay:

•**MONTHLY** payments must be made through FACTS at a cost of \$46 annually. All monthly tuition payments, as well as any other charges made to your account, will be processed through FACTS.

•**ANNUAL** payments will be processed through FACTS as well as any other charges made to your account and are due by August 5th or 10th of that school year depending on how you set it up.

Notification confirming your online enrollment in a FACTS payment plan will be sent to you.

The annual enrollment fee will be automatically deducted from your account within the next 10 days.

Frequently Asked Questions

1. When will the funds be withdrawn from my bank account?

While FACTS transacts each payment on the date you have specified, it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

2. How will I be notified of my payment information?

Once your agreement is posted to the FACTS system and the School enters the net tuition amount, you will receive a confirmation notification of your payment amount by email. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *Consumer Portal* Account. You will receive a reminder email prior to the upcoming payment and have the option to change the payment method or pay ahead online.

3. How do I use my user ID and Password?

To help protect your privacy, FACTS asks the person responsible for the payments to create an access code. If you should inquire online through the *Consumer Portal* Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code

4. What happens if FACTS attempts to process my payment and there are not enough funds in my account?

Should an automatic bank payment or credit card payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any interest penalty the school may assess. You will be notified by FACTS of the returned payment via email or postal mail. The payment will be reattempted approximately 15 days later. If unexpected circumstances arise, please contact the school office 2 business days prior to payment to discuss a change to your upcoming payment.

5. What about enrollment in the FACTS payment plan in future years?

The FACTS payment plan enables the school to automatically reenroll families in payment plans over successive years, saving time for both the school office and your family. You would be notified in advance by the school prior to enrollment in FACTS the following year.

6. How will I pay other expenses at the school?

Consistent with prior years, you will receive a notice from the school for any incidental items that may incur a fee during the school year.

We Look Forward to Serving You Better!

HBCS appreciates its partnership with FACTS and the efficiency and technology it brings to our school. Should you have any questions regarding this plan, please contact the school office at (337)364-2273 or FACTS at 866-441-4637 FACTS Management Company -www.factsmtg.com.

Once you have a FACTS plan set up, you may contact FACTS directly at 866-441-4637 or view your agreement online through your Consumer Portal Account. To access the Consumer Portal, follow the instructions located on the FACTS Confirmation Notification or email.

FACTS customer service representatives are available Monday - Thursday 7:30 am to 7:00 pm and Friday 7:30 am to 5:00 pm.

HBCS Tuition & Fee Schedule 2019-20

Standard					
Grade	Enrollment Fee due at enrollment	Tuition Annually	Tuition Monthly 10 months	Supply Fee Annual	Operational Maintenance Fee Annually or 10 Months
Elem. Pk3-6th	\$300 per family on/before 3.1.20 \$450 per family after 3.1.20	\$5,078.77 Due 8.10.20	\$534.61 First payment due 8.10.20	Pk3-6th \$125 Due 8.10.20	\$250/year OR \$25/month Due 8.10.20
Middle School (MS) 7th-8th	\$300 per family on/before 3.1.20 \$450 per family after 3.1.20	\$5,510.14 Due 8.10.20	\$580.02 First payment due 8.10.20	7th-8th \$325 Due 8.10.20	\$250/year OR \$25/month Due 8.10.20
High School (HS) 9th-12th	\$300 per family on/before 3.1.20 \$450 per family after 3.1.20	\$5,941.50 Due 8.10.20	\$625.42 First payment due 8.10.20	9th-12th \$390 Due 8.10.20	\$250/year OR \$25/month Due 8.10.20

Highland Baptist Church Member* An active, participating member of Highland Baptist Church is one who has ALL of the following: 1.) made a profession of faith and/or come by statement 2.) transferred membership from previous church 3.) taken the New Members Class (2 sessions) 4.) has been baptized if not previously baptized in another Baptist church 5.) attends weekly worship services on

Grade	Enrollment Fee due at enrollment	Tuition Annually	Tuition Monthly 10 months	Supply Fee Annual	Operational Maintenance Fee Annually or 10 months
Elem. Pk3-6th	\$300 per family on/before 3.1.20 \$450 per family after 3.1.20	\$4,832.48 Due 8.10.20	\$508.68 First payment due 8.10.20	Pk3-6th \$125 Due 8.10.20	\$250/year OR \$25/month Due 8.10.20
Middle School (MS) 7th-8th	\$300 per family on/before 3.1.20 \$450 per family after 3.1.20	\$5,243.22 Due 8.10.20	\$551.92 First payment due 8.10.20	7th-8th \$325 Due 8.10.20	\$250/year OR \$25/month Due 8.10.20
High School (HS) 9th-12th	\$300 per family on/before 3.1.20 \$450 per family after 3.1.20	\$5,650.74 Due 8.10.20	\$594.82 First payment due 8.10.20	9th-12th \$390 Due 8.10.20	\$250/year OR \$25/month Due 8.10.20

Fees: Due by the 10th of the month. A \$25.00 late fee will be added on the 11th for any outstanding balances. If any fee is not paid by the 15th of the month, the student will not be permitted to attend HBCS and may return only after fees are paid.

Tuition Discounts: Second child 5% off the youngest child's tuition. Third child 25% off the youngest child's tuition. Fourth child or more 50% off the youngest child's tuition.

Operational Maintenance Fee: \$250 annually or \$25 monthly for 1st and 2nd child. \$200 annually or \$20 per month for each additional child.

HS Elective Fee: A fee may be assessed depending on the elective selected. Details will be available at time of selection.

Refunds: A full refund of pre-paid annual tuition will be made if a student transfers out before school begins. Half of pre-paid annual tuition will be refunded if a student transfers before the start of the spring semester. No refund for prepaid annual tuition will be given if a student transfers after the spring semester begins. If a student who pays monthly transfers from HBCS during the school year, the responsible party is obligated to pay the balance of the remaining monthly payments for that semester. Student records will be held until the amount due is paid in full. All other fees are non-refundable.

Application Checklist: All items are due at time of interview with Administrator. All new families will enroll with FACTS at the time of registering.

<input type="checkbox"/>	Interview Process with Administrator	<input type="checkbox"/>	Copy of current and previous report cards	<input type="checkbox"/>	Copy of Birth Certificate
<input type="checkbox"/>	Completed Application for Admission	<input type="checkbox"/>	Copy of any Standardized test score	<input type="checkbox"/>	Copy of Immunization Record
<input type="checkbox"/>	Payment of Application/Enrollment Fee	<input type="checkbox"/>	Copy of Disciplinary Records	<input type="checkbox"/>	Copy of Social Security card

The list below may or may not pertain to your application.

<input type="checkbox"/>	Applicants for PK & K must observe in classroom preferably prior to admittance. Contact the office to schedule. Only exclusion is to parents with current students at HBCS.
<input type="checkbox"/>	Testing for students transferring from an alternative educational program or a homeschool setting is mandatory. The cost of any and all testing shall be the responsibility of the parent. Entrance testing fee is \$25; testing with an additional writing prompt is \$40. Final admission decisions are made by the administrator.

Welcome Email: At the beginning of June an email will be sent to you that includes the following forms: Orientation & Holiday Schedule, Supply List, Uniform List, Support Our School Information, Before/After Care, Milk and Lunch (make note of the due date), Tuition & FACTS. Also, any other information that may come you should need. All forms will also be available on our website closer to the end of the current school year.

Summer Reading: entering 2nd -12th grade ... This information is available on our website at the end of the prior school year.

ParentsWeb/Renweb: This Website is utilized to view School/Student Information: financial/FACTS, grades, homework, calendar grades/homework/calendar/personal info.) There is a link on the hbcni.org website. District Code: HBCS-LA Username/Password is given at the time of registration.

Supply List: If your child needs a **chair bag** (usually K-3rd grade). We may have a few in our Swap Shop for about \$14. Apple Core and Amazon usually have them as well. It is a standard bag that fits on the back of the child's chair. It hold notebooks and etc. Some people have their child's name monogrammed or written on them. They can reuse each year needed.

If the students supply list asks for **Microwaveable meal** ... Spaghetti O's, Chef Boy R Dee, Mac & Cheese, and/or any non-perishable item to be used if lunch is forgotten.

Make sure you go to our Website often to be up to date on all school information. www.hbcni.org

apellegrin 10/2019 20-21/tuition