



Orangeburg Christian Academy, Inc.  
 1842 Joe Jeffords Hwy  
 Orangeburg, South Carolina 29115

## 2024-2025 Financial Information for New Students

Enrollment Fee	\$150.00
Book Fee (per Grade)	
K4	\$120.00
K5	\$200.00
1 <sup>st</sup> – 12 <sup>th</sup>	\$400.00
Building Fund (per family)	\$150.00 (due by 8/12/2024)

Grade	Tuition Rates Total Tuition ( Full School Year)	Monthly Payment Options		
		12 Months June – May	11 Months July – May	10 months Aug – May
K-4 Kindergarten - 6 <sup>th</sup> Grade	\$3,940.00	\$ 328.00	\$ 358.00	\$ 394.00
High School (7 <sup>th</sup> - 12 <sup>th</sup> Grades)	\$4,197.00	\$ 350.00	\$ 382.00	\$ 420.00

**Family Discounts** (verify monthly payment based on Payment Option with our Business Manager)

Two Children	Combined Tuitions reduced 10%
Three Children	Combined Tuitions reduced 15%
Four Children	Combined Tuitions reduced 20%

**Enrollment Fee** is due at the time of enrollment (this is non-refundable).

**Book Fee** is due in June during the summer to ensure all the necessary books can be ordered.

**Monthly Tuition Payment are due by the 5<sup>th</sup> calendar day of the month.** Being prompt each month assures a balanced school budget. We thank you in advance for your diligence. After the 15<sup>th</sup> calendar day if monthly payment has not been received, there will be a \$15.00 late charge. Returned checks incur a \$35.00 bookkeeping service charge. The Student/Parent Handbook has additional information you should be familiar with in the Finances, Tuition & Fees, and Payments sections. Please notify our business manager as soon as practical if you anticipate a delay or difficulty.

**There is a \$400.00 Withdrawal Fee,** if you withdraw your child from school any time after enrollment is approved. We cannot send records or any student information if this fee has not been paid and your account is up to date.

**All accounts must be paid in full by May 5, 2025** in preparation for the end of the school year.



## Enrollment / Registration Information

Orangeburg Christian Academy, Inc.  
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<b>Applicant</b>			
Current Grade:		Grade Applying for :	
Last Name:	First:	Middle:	Called by:
Street Address:			
City:	State:	Zip:	Home Phone:
Student Cell #:			
Sex: Female <input type="checkbox"/>	Male <input type="checkbox"/>	SSN:	Date of Birth:
Has applicant attended OCA previously? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, when:			
<b>Religious Background</b>			
Church	Church Member: Yes <input type="checkbox"/> No <input type="checkbox"/> Regularly attend: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Has applicant professed to having a relationship with Jesus Christ? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Parent / Legal Guardian Information</b>			
Student resides with: Both Parents <input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <input type="checkbox"/> Legal Guardian <input type="checkbox"/>			
If your child is enrolled, who will be responsible for tuition?			
<b>Father's Information</b>			
Is Father a graduate of OCA? Yes <input type="checkbox"/> No <input type="checkbox"/> Did Father attend OCA at any time? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Father's Full Name:			
Father's Address (if different from student's)			
City	State	Zip:	Home Phone:
Cell Phone:	Email [REQUIRED]:		
Employer	Occupation:	Work Phone:	
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Remarried <input type="checkbox"/>			
Church	Church Member: Yes <input type="checkbox"/> No <input type="checkbox"/> Regularly attend: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Mother's Information</b>			
Is Mother a graduate of OCA? Yes <input type="checkbox"/> No <input type="checkbox"/> Did Mother attend OCA at any time? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Mother's Full Name:			
Mother's Address (if different from student's)			

City	State	Zip:	Home Phone:
Cell Phone:		Email [REQUIRED]:	
Employer		Occupation:	Work Phone:
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Remarried <input type="checkbox"/>			
Church	Church Member: Yes <input type="checkbox"/> No <input type="checkbox"/> Regularly attend: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Legal Guardian Information:</b>		Date Granted Custody:	
Guardian's Full Name			
Guardian's Address (If different from student's)		Related to Student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
City	State	Zip:	Home Phone:
Cell Phone:		Email [REQUIRED]:	
Employer		Occupation:	Work Phone:
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Remarried <input type="checkbox"/>			
Church	Church Member: Yes <input type="checkbox"/> No <input type="checkbox"/> Regularly attend: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Educational Background</b>			
Please provide complete name and address of school, student is presently or last attended.			
School Name:			
School Address			
School Phone:		School Fax:	
Has student ever been suspended from school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has student ever been expelled from school? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has student ever exhibited discipline or attendance (tardiness) problems? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has parents or guardian ever been asked that the student not return to a school for any reason? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Has student ever, (or currently) undergoing counseling for discipline, psychological or other reason? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have any reason to suspect the presence of an exceptionality i.e., gifted learner or a specific learning impediment (dyslexia, autism spectrum disorder, ADD, ADHD, or other)? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, please explain:			
Has the student ever been referred for or received professional , psychological, psychoeducational, or behavioral testing or counseling? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, please explain:			
Does student have an IEP, ISP, or 504 Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide a copy.			
Has the student ever been enrolled in a special education program? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, please explain:			
Has the student ever been arrested for something other than a traffic violation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

If Yes, please explain:

Please list any other factors in the applicant's life (i.e. absence of parent, loss of sibling, unusual accidents, etc.) that may be helpful to know when working with them to ensure a successful educational experience.

## **Disclosure Statement & Annual Update: Personal Identifiable Information Release Policy**

[Family Educational Rights and Privacy Act \(FERPA\)](#) as amended thru 2011.

The information in this Enrollment / Registration Application is for the sole use of Orangeburg Christian Academy, Inc for determining eligibility for admission/attendance and to enhance the educational experience of students as well as active participation by parents / guardians. The information provided, personal identifiable information, and the student's academic record are protected under the rights and privacy provisions of the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, full access to your student's academic record shall be given under the Act to either parent, unless we have been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Be mindful these rights may also change under FERPA when your child reaches the age of majority.

(1) When a student becomes an "eligible student" (reaches the legal age of 18 years), the rights accorded to, and consent required of, parents under this part of the Act §99.5, transfer from the parents to the student regarding records.

a. OCA, Inc., will make every effort to honor parental rights with respect to the legal tuition contract between parent/guardians and the school through the duration of the student's enrollment.

(2) Nothing in this section prevents an educational agency or institution from disclosing education records, or personally identifiable information from education records to a parent without the prior written consent of an eligible student if the disclosure meets the conditions in §99.31(a)(8), §99.31(a)(10), §99.31(a)(15), or any other provision in §99.31(a).

Parents, Guardian, and eligible students under FERPA retain the following rights with respect to the academic records maintained by Orangeburg Christian Academy, Inc. by requesting an appointment with a member of the administrative staff for the purpose of :

- (1) Inspect and review the student's education records by requesting an appointment during normal business hours of the school with the registrar/business manager.
- (2) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights by requesting an appointment during normal business hours with either the Vice Principal or Principal. The nature of the discrepancy is to be addressed and if agreed by the school to be in error, a Memorandum for the Record will be prepared citing the error and correction to be signed by the Principal and Parent or eligible student who made the original review request. This signed document will become part of the permanent academic record and changes made as required.
- (3) Consent to disclosures of personally identifiable information contained in the student's education records falls under the Act §99.30. Parents, Guardians, and eligible students have the right to request Disclosure of legally authorized components of a student's academic record. There are limitations on what may be released with respect to Personal Identifying Information when not pertinent to the intent of the request.

Special Note: There are official use instances where your consent may not be required; the Act and §99.31 authorize disclosure without consent. Law Enforcement and lawyers must comply with provisions within the FERPA regulation when information is pursuant to a lawful investigation (warrant) or by presenting a court order or subpoena for information to the school. If you wish us to make Personal Identifiable Information available to an attorney you must complete a Request Release of Information (RRI) with OCA, Inc. that specifically identifies the information required. These type requests may be reviewed by our attorney to ensure the legality of the request. Phone requests and emails (perishable correspondence) are not acceptable mediums for requests. We will be happy to respond by providing a Request for Release of Information (RRI) in order to act on specific requests.



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## ENROLLMENT AGREEMENT

In submitting this application to enroll my child, I understand and agree with the following:

1. It is my intention that my child complete the entire school year at Orangeburg Christian Academy, (OCA).
2. I will honor all financial obligations to the school in a timely manner.
3. I will support the mission and policies of Orangeburg Christian Academy as stated in the current PARENT/STUDENT HANDBOOK. I pledge to send my child to school every day ready to learn, to encourage my child to complete all assigned work, and in the application of biblical principles to their daily life and learning.
4. If I have a concern regarding a classroom issue, I will speak first to the teacher, then to an administrator, and avoid gossip among other parents in order to bring about a just and faith-based resolution.
5. If I have a concern regarding a matter of school policy, I will approach an administrator regarding my concern in order to discover a mechanism for redress (internal rules change, Parent Teacher Fellowship, Board of Director's review) to bring about a just and faith-based resolution. Should I determine that I cannot continue to support Orangeburg Christian Academy, I will withdraw my child rather than act in a manner that may undermine or discredit the ministry, its personnel, or myself.
6. If extenuating circumstances demand it, I will complete the formal withdrawal process of my child from Orangeburg Christian Academy by notifying the school, complete and submit an official Withdrawal Form, return all school-owned materials, pay all outstanding tuition through the calendar month of withdrawal, and pay the \$400 Early Withdrawal Fee. I understand that academic records will be transferred to another school upon request only after all withdrawal obligations have been satisfied.
7. I will agree to participate in the four direct school fundraising activities each year, working to sell a specified minimum number of sale items for each fundraising event. I acknowledge that I may opt out of these four fundraising activities only by paying a \$200 dollar "opt-out" fee.
8. I understand that attending OCA, a private institution, is a privilege and not a right. This privilege may be forfeited by the actions of a student who does not conform to the standards and regulations of the institution or when parents/guardians are not partnered with us in good faith to encourage adherence to the policies and goals of our Christian based education. OCA reserves the right to reject any application for enrollment of a child who has been expelled from another educational institution, has a history of disciplinary problems; or is coming from an alternative school. OCA may request the withdrawal of any student at any time, who, in the judgement of the administration fails to assimilate well with the spirit of the foundations of this Christian institution; regardless of whether he/she merely conforms to specific rules and regulations.

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

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

\_\_\_\_\_  
Parent / Guardian Printed Name



## Medical Information - Authorization

Orangeburg Christian Academy, Inc.  
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Child's Name:	Sex:	DOB:	Grade:
Street Address:			
City:	State:	Zip:	Home Phone:
Parent / Guardian Name:			
Parent / Guardian Home Phone:	Cell Phone:	Work Phone:	
Persons other than Parent/Guardian for emergency (if Parent / Guardian unavailable):			
1.	Phone:		
2.	Phone		
Primary Physician / Pediatrician:			
Medical Problems or Physical Disabilities:			
Allergies to Medications, foods, or other items:			
Medications currently taking or taken regularly:			
When was Child's last Tetanus shot?			
Health Insurance ID Number:		Verification of Policy Number:	
Health Insurance Company:			
Policy Holder's Name		Relationship to Child:	
In case of a medical emergency, I hereby give permission to the physician selected by an administrator or agent of Orangeburg Christian Academy, Inc. to secure proper treatment for and if necessary, injections, hospitalization, anesthesia, and surgery for the student listed above as deemed medically necessary. I understand this would only be in an emergency situation where time is crucial and I could not be reached.			
Parent / Guardian's Signature			Date:



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Tuition Contract 2024-2025

Student's Full Name: \_\_\_\_\_ Grade \_\_\_\_\_

Payment Option /Schedule of Payments: (select one)

- \_\_\_\_\_ 12 Monthly payments starting June 5, 2024 ending May 5, 2025
- \_\_\_\_\_ 11 Monthly payments starting July 5, 2024 ending May 5, 2025
- \_\_\_\_\_ 10 Monthly payments starting August 5, 2024 ending May 5, 2025

Family Discount: How many students enrolled for 2024-2025: \_\_\_\_\_

- a. Payment will be calculated based on (select one):
  - \_\_\_\_\_ Two Children Combined Tuitions reduced 10%
  - \_\_\_\_\_ Three Children Combined Tuitions reduced 15%
  - \_\_\_\_\_ Four Children Combined Tuitions reduced 20%

All other fees (Enrollment, Book, Building) and tuition through the month of August 2024 must be paid before a student can start on the first day of the school year. Enrollment Fee is non-refundable.

Monthly Tuition Payments are due by the 5th calendar day of the month. We thank you in advance for your diligence. After the 15th calendar day if monthly payment has not been received, there will be a \$15.00 late charge. Returned checks incur a \$35.00 bookkeeping service charge.

Tuition accounts over 30 days past due, without consultation with an administrator, may result in a student not being able to return to class until this account is up to date. As a not-for-profit entity, past due accounts have an immediate effect on meeting operating costs. Please be in dialogue with us should a hardship affect your stewardship to see if we may be of help.

- a. Student/Parent Handbook has additional information regarding Finances, Tuition & Fees, and Payments.

There is a \$400.00 Withdrawal Fee should you withdraw your child from school any time after enrollment. We cannot send records or any student information if this fee has not been paid.

If anyone other than the parents listed in the enrollment/registration have joint custody or legal guardianship of this child, OCA will need to have a copy of that legal documentation on file. It is important for us to know who has legal authority to pick up children from school.

I hereby acknowledge that the Parent/Guardian who signs this contract is responsible for ensuring tuition is paid. All correspondence will be sent to the Parent/Guardian who signs this contract.

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

\_\_\_\_\_  
Parent/Guardian Printed Name

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

\_\_\_\_\_  
OCA Principal's Signature



## RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

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Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

In consideration of my minor child or ward being allowed to participate in any way in any related events and activities of Orangeburg Christian Academy, Inc. (OCA); I the undersigned parent or legal guardian, acknowledge and agree that:

By signing this agreement, I acknowledge that I am the parent or legal guardian for the child named above and have legal responsibility for him or her. I acknowledge that by participating in School activities along with other participants, there are certain risks to my child arising from or related to exposure to communicable diseases, including, but not limited to, the virus "severe acute respiratory syndrome coronavirus 2" (SARS-CoV-2), which is responsible for the "Coronavirus" causing the infectious disease known as "COVID-19" and/or any mutation or variation thereof (collectively referred to as "Communicable Diseases"). I knowingly and voluntarily assume full responsibility for any, and all risks of personal injury, death, or other loss that my child or ward may sustain in connection with such Communicable Diseases.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury or harm to my child or myself and I give up my right to bring claims including, but not limited to personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child may experience or incur in connection with my child's participation in classes or any other activities at Orangeburg Christian Academy, Inc. On my behalf, and on behalf of my child, my heirs, beneficiaries, assigns, administrators, executors, and personal representatives; I hereby expressly release, hold harmless, and forever discharge Orangeburg Christian Academy, Inc., its officers, officials, agents, representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Orangeburg Christian Academy, Inc., business partners and their personnel, its employees, visitors, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in any Orangeburg Christian Academy, Inc., program or activity.

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

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





# MINOR (CHILD) PHOTO RELEASE FORM

During the school year, Orangeburg Christian Academy, Inc. (OCA) takes photographs of school activities involving students to share the school's positive learning environment, events, and for updates to social media sites we control. Some photographs may capture your child's participation, directly or indirectly. OCA is sensitive to the legal expectation of privacy. We are seeking permission to use photographs we may take of your child during in-school and classroom activities, school events/functions, and athletic practice/competitions for the purpose of use in print (yearbook, newsletters/local newspaper/press releases) and electronic form in our OCA school web site and OCA Facebook page.

I authorize reproduction and/or publication of my child's photograph(s).

I do not authorize reproduction or publication of my child's photograph(s).

Child's Name (print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Parent/Guardian's Name (print): \_\_\_\_\_

Date \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Notice:** Once signed the document remains in force until such time that the Parent/Guardian chooses to update either by request or via the OCA Student Handbook validation process.

Revised: 2/8/2024



Orangeburg Christian Academy, Inc.  
1842 Joe Jeffords Hwy  
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(O) 803-536-0121 (F) 803-536-3969 [oca0121@ntinet.com](mailto:oca0121@ntinet.com)

## REQUEST FOR STUDENT RECORDS

School transferred from: \_\_\_\_\_

School Address: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade Level Entering: \_\_\_\_\_

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

Please send the following information to the attention of Admission Office of Orangeburg Christian Academy, Inc.

\_\_\_\_ Transcript of Grade

\_\_\_\_ Standardized Test Scores

\_\_\_\_ Psychological Testing

\_\_\_\_ Immunization Record

\_\_\_\_ Individual Election Plans / Service Plans

\_\_\_\_ Discipline Records

\_\_\_\_ Grades to Date of Leaving

\_\_\_\_ Extracurricular Activities

\_\_\_\_ Credits Earned to Date

\_\_\_\_ Copy of Birth Certificate

\_\_\_\_ Explanation of Grading System

\_\_\_\_ Copy of Social Security Card

\_\_\_\_ Attendance Record

Thank you for your assistance.

\_\_\_\_\_  
Admissions Registrar

\_\_\_\_\_  
Date Requested

Revised: 2/08/2024