



Transcript Request

New Beginnings Homeschool Christian Academy, LLC

430 Wayne Rd Savannah, TN 38372

Fax (731) 925-0217

Email- nbhca2024@gmail.com

Date: _____

Birthdate: _____

Name: _____

(First)

(Middle)

(Last)

Address: _____

Phone #: _____

Name and Address of the school you are transferring from:

Signature of Administrator

Signature of Parent or Guardian



New Beginnings Homeschool Christian Academy

430 Wayne Road Savannah, TN 38372

Student Information:

School year enrolling in _____ Todays date _____

Student Name(F,M,L) _____

Main Contact Phone # _____

Student Home Address _____

City _____ State _____ Zip Code _____

County _____ Student Age _____

Birth Date ____/____/____ Social Security# _____

Race _____ Gender(M/F) _____

Last School Attended _____

City _____ State _____ Current grade _____

Parent/Guardian Information:

Mother/Guardian _____

Mother Phone# _____

Father/Guardian _____

Father Phone# _____

Emergency Contact Name and Phone # _____

Emergency Contact Relation _____

Scholastic Information:

Has student ever been expelled, suspended, dismissed or refused at another school? (Y/N)

If yes, explain _____

Does student have a juvenile or arrest record? (Y/N)

If yes, explain _____

How did you hear about us? _____

Legal Disclaimer

I _____ do hereby acknowledge that I am the parent/legal guardian(s) of the above listed student(s). I understand that I am responsible for the overseeing of the student(s) education to include but not limited to; paying any and all new/old fees the student(s) may incur or has incurred, tuition fees, testing fees, late fees, early termination fees, diagnostic tests, A.C.T, S.A.T. testing to include any lost or overdue books. Myself, the student nor someone else representing the student(s) will not hold NBHCA or any of it's employees or associates liable for any legal action taken against myself or the student(s). I understand if any fees are not paid in full or any academic work is not completed the student will be placed in truancy. I understand that New Beginnings Homeschool Christian Academy can and will impose a fee if deemed necessary. By signing below I acknowledge below I acknowledge that I have read, agree and understand all the fore mentioned material set forth by NBHCA.

(parent/guardian signature)

(date)

ALL FEES ARE NON REFUNDABLE



NBHCA's Policy/Procedures

- # Make sure you sign your payment sheet monthly. Make sure to at least have a receipt. If you pay with a card, you will have a receipt on your statement. If you pay with cash, make sure to get a receipt and/or sign your payment sheet. If there is ever a problem and you do not have a receipt or some type of proof, you will be considered unpaid. **NO Exceptions!**
- # Tuition money must be paid in FULL to receive books. **NO Exceptions!**
- # **WE DO NOT ACCEPT CHECKS!** We accept cash, debit, and/or credit.
- # Payments can be made over the phone as long as books are also picked up and completed.
- # A late fee will be imposed if payment is not received within 10 days from your due date. Late fees are \$15 per student/per month missed.
Initial _____
- # Your due date will be the date you enrolled each month. It does NOT go by the date that you receive your books. Yes, there is a gap from the time of enrollment, until you receive your first set of books. We have to make up the time missed, once you receive your books.
- # After one month of no tuition or uncompleted work, the student is truant and turned into the Board of Education. **NO Exceptions!**
- # A discount will be provided if you have more than one child attending NBHCA that live in the same household or a military discount. (Must have legal custody for either discount)
- # All work will be graded by us. Score keys will NOT be issued to a student or parent for any reason. **NO EXCEPTIONS!!!!**
- # ALL books must be turned in completed. You can NOT do just the test. The entire book must be completed. Initial _____
- # If the student turns in a book incomplete, they will receive a failing grade and not be able to redo it.

- ≡ If you make a failing grade on a test, you will receive one chance to redo the test for a better grade.
- ≡ ALL fees must be paid in full before any books will be issued. NO Exceptions! Initial _____
- ≡ 10 (sets) of books for each student must be completed each school year to earn a full credit.
- ≡ Only paces purchased and assigned to YOU by NBHCA will be accepted.
- ≡ We always try to keep your next set of books in stock. We do NOT have to preorder books. Please do NOT hold your payment if your books are not in. This will cause a delay on getting you back on track. If you want to make sure you ALWAYS have books on hand, order ahead of time.
Initial _____
- ≡ It is YOUR responsibility to always update changes with us. Like phone numbers, address change, etc.
- ≡ NBHCA offers two enrollment options. A one time cash payment/paid in full option. Or an in house tuition financing.

Notice

By signing this document, I understand all the rules and furthermore, I will adhere to the rules set forth by NBHCA and its employees. This document will be kept in the students file for future reference!

Signature _____ Date _____



NBHCA's Truancy Procedures

± Step One

Once a student is 30 consecutive days/One month of non payment and/or no work turned in, student is deemed truant. A truancy letter will be issued to the guardian. A late fee of \$15 dollars will be assessed after the first 10 consecutive days of non payment.

± Step Two

14 consecutive days after step one. A second letter will be issued to the student/guardian. This is NBHCA's final attempt to reach the student or guardian.

± Step Three

14 consecutive days after step two. A legal court petition will be issued by NBHCA and the Board of Education. At this time the student/guardian must appear in court. Once a petition has been filed, the student/guardian can still pay full balance owed and turn in assigned paces. Legal guardian of the student will still be required to appear in court but will be "in good standing" with NBHCA.

Notice

We send truancy letters as a courtesy.

Signature _____ Date _____