



# SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

P.O. Box 501063 Saipan, MP 96950

Phone: (670) 234-7326 • Fax: (670) 235-7326 • Email: [office@saipansdaschool.org](mailto:office@saipansdaschool.org)

[www.saipansdaschool.org](http://www.saipansdaschool.org)

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Dear Prospective Student & Parent,

Welcome to the Saipan Seventh-day Adventist School. We offer a Child Development Center to eighth grade elementary education that features a creative, high quality academic program in a small school setting. We are excited to get to know you better and to serve your child's educational needs. Below are the requirements for student enrollment in our school.

Documents – Please turn the following into the Admission Office

- Student Application Packet
- Transcript (from previous school – Pre-Kindergarten and kindergarten students do not need to submit a transcript)
- Copy of Birth Certificate
- Copy of Passport
- Copy of Valid Entry Permit Card (If non-US passport holder: student and parent)
- Copy of Guardianship Declaration (if student is living with a guardian)
- Valid Blue Health Card with Hospital Health # - "School Entrance Health Certificate" (get this from the Commonwealth Health Center – hospital – or a medical clinic on island).

Payment

- New Student Application Fee
- Registration/Books/Materials

If you have further questions please give our office a call at 234-7326 or email us at [office@saipansdaschool.org](mailto:office@saipansdaschool.org).

Sincerely,

Lylton Powell, Principal  
Saipan Seventh-day Adventist School

*Live to Learn. Live to Love. Live to Give.*

# FINANCIAL INFORMATION

**Non-refundable yearly fees**

Application (New students only)	\$25.00
Registration (Per household)	\$150.00
Materials and Technology	\$500.00
Science Lab Fee (Grades 5-8)	\$25.00
ID Fee	\$10.00
Insurance	\$12.00 (Yearly for School Hours Coverage) \$18.00 (Yearly for 24 Hours Coverage)

**TUITION:**

	Yearly <u>Face-to-Face</u>	10 Months <u>Face-to-Face</u>	Yearly <u>Online</u>	10 Months <u>Online</u>
PreK - Kindergarten:	\$3,100.00	\$310.00	\$2,480.00	\$248.00
Grades 1-2:	\$3,250.00	\$325.00	\$2,600.00	\$260.00
Grades 3-4:	\$3,350.00	\$335.00	\$2,680.00	\$268.00
Grades 5-8:	\$3,400.00	\$340.00	\$2,720.00	\$272.00

\* A 3% convenience fee will be assessed for credit card purchase.

\* A \$30.00 fee will be assessed for all NSF checks.

\*Registration & Materials Fee are non-refundable.

**AFTER SCHOOL PROGRAM:** \$50.00/Month (Additional fees for some classes)

**UNIFORMS**

Polo Shirts (with school name)	\$15.00 – All sizes & Dry Fit \$20
P.E. SHIRT	\$10.00 – All Sizes & Dry Fit \$15

<b><u>Graduation Fee:</u></b> Kindergarten	\$25.00
Eighth Grade	\$50.00

**PUBLIC SCHOOL SYSTEM MEALS (Optional)**

Breakfast:	\$.50 per meal
Lunch:	\$.75 per meal

**Person Responsible for Financial Obligation of Attendance**

\_\_\_\_\_ Mother      \_\_\_\_\_ Father      \_\_\_\_\_ Guardian  
 \_\_\_\_\_ Other Sponsor      Legal Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone #s: \_\_\_\_\_  
 Email: \_\_\_\_\_

- \_\_\_\_\_ Please email my invoice and statement each month.  
 \_\_\_\_\_ Please email and print my invoice and statement each month.  
 \_\_\_\_\_ Please print my invoice and statement each month.

**OBLIGATION CONTRACT**

Full month payment is due the 6<sup>th</sup> of every month. Any student account that is not in full by the end of every month will be considered delinquent and put in the following 3-Step Financial Delinquency Status:

1. A letter of reminder will be sent to the parents/guardians and/or to the individual responsible for finances requiring payment to be made within 5 working days. A 3% late payment fee will be charged on unpaid balance each month.
2. Student will be suspended from attending class and any school activity until payment is made. A letter of suspension will be sent. Person responsible for finances must come in and see the accountant.
3. If account remains delinquent and financial arrangements are not made within 45 days, then the student is disenrolled and account is sent to a collection agency.

If account is delinquent, no school record may be released until payment is made in full.

I agree to be responsible for all tuition costs and fees with \_\_\_\_\_ (name of student) being enrolled at Saipan Seventh-day Adventist School. I agree to provide payment in the required time frame. I release, discharge, and hold harmless the Seventh-day Adventist School, it's members, officers, agents, and employees from against any liability or any claim or demand arising from or connected with any financial issues.

\_\_\_\_\_  
 (Signature of Person Responsible for Finances)

\_\_\_\_\_  
 Date

# SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

## Resident Student Application for Admission SY 2020-2021

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### Student's Info

Legal Name (First, Middle, Last) \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Ethnicity \_\_\_\_\_  
Country of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_ Passport # \_\_\_\_\_  
Address \_\_\_\_\_ P.O. Box \_\_\_\_\_  
Street Name \_\_\_\_\_  
Village \_\_\_\_\_ Saipan, MP 96950  
Last Grade Completed \_\_\_\_\_ Date of Completion \_\_\_\_\_  
Name of Last School Attended \_\_\_\_\_  
Student is living with:  Both Parents  Mother Only  Father Only  Guardian  
If parents are divorced, is there joint custody?  Yes  No

### Parents' Info

Father's Legal Name (First, Middle, Last) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Legal Name (First, Middle, Last) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_ Work Phone \_\_\_\_\_

### Guardian's Info

Male's Legal Name (First, Middle, Last) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_ Work Phone \_\_\_\_\_

Female's Legal Name (First, Middle, Last) \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Employer \_\_\_\_\_ Position \_\_\_\_\_ Work Phone \_\_\_\_\_

### Additional Address (If applicable)

Address for \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Address \_\_\_\_\_ P.O. Box \_\_\_\_\_  
Street Name \_\_\_\_\_  
Village \_\_\_\_\_ Saipan, MP 96950

Admission to the Saipan Seventh-day Adventist School is open to all students regardless of ethnic background/origin or religious beliefs.

# MEDICAL AND HEALTH INFORMATION

1. Are there any physical activities in which your child can not participate? Please list specifics.
2. Is there any food your child is allergic to? Please list specifics.
3. Does your child have other allergies? Please list specifics.
4. Does your child have any chronic illness, disease, or medical condition? Please list specifics.
5. Is there anything else the school should be aware of in regards to your child's health?

Student's Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

## EMERGENCY INFORMATION

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
Student's Physician \_\_\_\_\_ Clinic \_\_\_\_\_ Phone \_\_\_\_\_  
Student's Dentist \_\_\_\_\_ Clinic \_\_\_\_\_ Phone \_\_\_\_\_  
Health Insurance # \_\_\_\_\_ Name of Insurance \_\_\_\_\_

Please list the information of two adults other than the parents that we may call in case of an emergency if you are not available.

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

***As necessary, I grant permission to the Saipan Seventh-day Adventist School to arrange for emergency medical or other emergency services for the student \_\_\_\_\_ (name of student). This permission will cover the entire time he/she is enrolled at the SDA School. I agree to be responsible for any and all medical costs, expenses, and charges incurred by or for my child. I agree to release and discharge and hold harmless the Seventh-day Adventist School, it's members, officers, agents, and employees, from and against any liability or any claim or demand arising from or connected with such treatment.***

**I HAVE READ AND AGREE TO THE STATEMENT AS IT IS WRITTEN.**

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

\_\_\_\_\_  
Date

# PERMISSIONS FORM

**Authorization to Leave School** – *The following people are authorized to pick up my child.*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Contact # \_\_\_\_\_

Other Options:

- Student will walk home each day.
- Student will hire a taxi each day.
- I also grant permission for my child/children to be picked up by other adults through my verbal permission over the phone.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**General Field Trip** – *The academic curriculum at the Saipan Seventh-day Adventist School included off-campus outings such as class field trips, picnics, walks, community service, sports activities, annual "Outdoor School Trip", fine arts performances, and other activities that occur throughout the school year.*

You will receive written information about these trips before they occur. Please indicate below your permission for your child's involvement in these activities.

- Yes, I grant permission for my child/children to participate in school activity trips off-campus.
- No, I do not grant permission for my child/children to participate in school activity trips off-campus.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Permission to Publish Student Photos** – *In an effort to continue promoting and advertising the school to the community and public on island & abroad, the Saipan Seventh-day Adventist School requests parent/guardian permission for the student's photos (still shot & video) to be published through newspapers, newsletters, social media, advertisements, brochures, videos, and other advertising avenues.*

Please indicate below your permission for your child's photo to be used and published in these activities.

- Yes, I grant permission for my child's photo to be used to promote the school.
- No, I do not grant permission for my child's photo to be used to promote the school.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# BEHAVIOR CONTRACT AGREEMENT

It is very important that all students and parents of the Saipan SDA School understand the expectations of their homeroom classrooms and of the school. Parent and students should read the classroom management plan of their homeroom teacher and the Student/Parent Handbook to clearly understand what is expected of each student.

After reading together, please sign below indicating that you are able and willing to follow these guidelines.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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