



IMMANUEL LUTHERAN SCHOOL

2055 FILER AVENUE EAST ~ TWIN FALLS, ID 83301
PHONE (208) 733-7820 ~ FAX (208) 735-9970
WEBSITE: www.immanueltschool.org ~ EMAIL: school@immanueltf.org

INSTRUCTIONS FOR ENROLLMENT 2017-2018

1. **ALL PAPER WORK MUST BE FILLED OUT COMPLETELY!**
2. Applications for Admission **WILL NOT** be accepted without the following:
 - a. **\$100 NON-REFUNDABLE APPLICATION FEE**
 - b. **STATE CERTIFIED BIRTH CERTIFICATE** (must have the official raised seal). ***NEW STUDENTS ONLY***
 - c. **UP-TO-DATE IMMUNIZATION RECORDS:** A copy of the required immunizations may be obtained from the Department of Health & Welfare or the school office. Doctors are also aware of the state requirements. If there are health reasons why immunizations are not up-to-date, a physician's note is required. ****Exemption forms must be completed if no immunizations have been given.**
3. **Immanuel Registration** is held from ***February 1, 2017 – February 28, 2017***. During Immanuel Registration, applications for admission will **ONLY** be accepted from current Immanuel students and their siblings; current Immanuel CDC students and their siblings; or Immanuel Church member students and their siblings.
4. **Public Registration** will begin on ***March 1, 2017***. Once Public Registration begins, applications will be accepted on a first come, first served basis until each class is full.
5. **Preschool and Pre-Kindergarten students MUST BE POTTY TRAINED - NO PULL UPS.**
6. Tuition payments are due on the 1st day of each month. A \$20.00 late fee will be added after the 10th. Enrollment will be terminated if your account is 30 days past due.
7. Automatic withdrawal from checking/savings accounts or credit/debit cards is available for tuition payments. Withdrawals occur around the 10th of each month. Please fill out the attached authorization form, attach a voided check (if needed), and return it to the school office.
8. If the total tuition is paid in full by **August 31, 2017** a 3% discount will be applied. ***(Credit Cards will not be accepted for full payment).***
9. **Tuition Assistance** applications are available in the school office for Full Day Kindergarten through Fifth grade only. Applications must be filled out completely and returned with a copy of your most recent Federal Tax Return (Form 1040). Since tuition assistance funds are limited, applications must be turned in as soon as possible.
10. If you have any questions concerning the above, please feel free to contact the school office.

OFFICE USE ONLY

_____ Application Fee

Date Received _____

Paid by: CK CC CASH

Your tuition payments will begin on: July 1, 2017 August 1, 2017 September 1, 2017

Your child is enrolled in the following class _____ for the 2017-2018 school year.