

Cornerstone Tutorial Registration

Tuition costs will remain at their current level. The fee for semester-length classes is \$157.50 and for year-long classes is \$315. Also, as in the past, some classes have a supply fee. Families who register early (by 30 June 2014) will pay a reduced Family Fee of \$140. Families who register after June 30th will pay the regular Family Fee of \$240.

April 28, 2014 – Registration day. Final payment must be received by this date (or FACTS paperwork completed) in order to retain your priority seating in classes. Registration day is also the time to sign up for parent duty days.

Quick instructions for completing **Registration** documents for Academic Year **2014-2015**:

- 1.** Print, read and sign the **Enrollment agreement**.
- 2.** Print one copy of the **Emergency Contact Form** for **each student** you wish to enroll. Fill out all information. Note that you may optionally choose to exclude student information from the Cornerstone Directory, but parent information and address will be included.
- 3.** Print, read, and sign the **General Release and Indemnity Agreement**.
- 4.** Print one copy of the Cornerstone Student **Class Selection Form** (accommodates up to 4 students). Fill out the top section completely and the course selections for each student. Don't forget to provide **first name, date-of-birth and grade** of each student at the top of the column showing his selected classes. At registration day, Cornerstone personnel will verify your pre-registration/registration documents and complete the totals at the bottom of the form.
- 5.** Bring these forms, with payment, to registration day (**28 April 2014**). Registration time for each group of students is as follows:
 - 8:30 – pre-registered families
 - 8:40 – seniors of current families
 - 8:50 – juniors of current families
 - 9:00 – sophomores of current families
 - 9:10 – freshmen of current families
 - 9:20 – 8th graders of current families
 - 9:30 – 10:10, new families (Srs., Jrs., Soph., Fresh., 8th graders)

Please plan to come early in case the lines move quickly.

- 6.** Sign up for duties using **Signup Genius** at Registration. (The link will not be available until after central registration for the 2014-2015 year.)

[Signup Genius](#)

- 7.** Payment options for Cornerstone are check in one lump sum or FACTS.

This year FACTS offers a few options:

- One payment – no service fee
- Two payments – \$10 service fee
- Three or more payments – \$43 service fee

If you are a returning family you may visit the online FACTS and pay your Cornerstone balance: [FACTS](#)

CORNERSTONE Tutorial, Inc.

Enrollment Agreement

Having chosen to make use of Cornerstone Tutorial, Inc. classes to help meet our home education goals, we understand that we are making a commitment to Cornerstone Tutorial, Inc. in regards to both our involvement and finances as acknowledged below.

INVOLVEMENT:

1. At least one parent is **required** to attend Back to Cornerstone Night in the fall. In the event that neither parent is able to attend, we understand it is our responsibility to make sure an adult family member is present.
2. We understand that we are responsible for overseeing our student's work. It is our responsibility, and not the tutor's, to check the weekly assignments.
3. If for some reason we need to change, delete, or modify an assignment given by the tutor, we will contact the tutor.
4. We will be willing to serve Cornerstone Tutorial, Inc. as part of a set-up team, lunch monitor team, or tear-down team, about 5 times during the school year. If we are unable to keep our commitment, we understand that we are responsible to secure a substitute.
5. We will support the dress code as stated in the Cornerstone Family Handbook. If, in the opinion of the study hall monitor or Cornerstone board member, our child is found to be in breach of the dress code, we agree to come to Cornerstone to provide alternate clothing, or remove our child from Cornerstone for the remainder of the day.
6. We will be financially responsible for any damage caused by our child to church property.
7. If a problem regarding our child's education arises, we agree to follow the course of action outlined in the Cornerstone Family Handbook. We will first attempt to work with the tutor. If we are not satisfied with the results, we will contact the tutor liaison who will arrange for three way communication between the tutor, the parent, and the tutor liaison, or another board member. If we are still not satisfied with the outcome, we will contact the tutor liaison who will present the matter to the board.
8. We understand that our student is required to remain in the building between classes unless the study hall monitor receives WRITTEN permission to the contrary.
9. We agree to read and follow Cornerstone policies as stated in the Cornerstone Family Handbook which is available on the Cornerstone website.

FINANCES:

1. We understand that all fees are payable at the time of registration, unless we select to participate in the designated payment plan (FACTS) offered at registration.
2. We understand that once we register, we will have a seventy-two hour, (3) day period in which we can get a refund of COURSE FEES. After the three (3) day period, no refunds will be given. We understand that the administrative fee is not refundable at all and class changes result in a \$50 fee.
3. We understand that materials and planning are based on registration information. A student's withdrawal FOR ANY REASON does not reduce the tutor's costs. There will be no refunds given due to withdrawal from a class.

Father's signature

Mother's signature

Emergency Contact Form

(We must have one for each student. Download or copy as needed.)

Student's Name: _____ *exclude*

Student's Date-of-Birth: _____

Student's grade: _____ *exclude*

Student's email: _____ *exclude*

(†) Parents' Name(s): _____

(†) Parent's email: _____

(†) Street Address: _____

(†) City, _____ State, _____ Zip: _____

(†) Phone: _____ Work or cell: _____

Emergency Phone Number (Relative, Neighbor, Friend) _____

Insurance information:

Insurance Company: _____

Policy or Group #: _____

Address of Ins. Co.: _____

Phone of Ins. Co.: _____

Medical information:

Physician: _____ Phone #: _____

Allergies: _____

Medical Conditions: _____

Medications used regularly: _____

† Included in Cornerstone Directory. Use Check boxes to exclude data from Cornerstone Directory ("opt-out")

CORNERSTONE Tutorial, Inc.

General Release and Indemnity Agreement

September 2014–May 2015

I, the undersigned, hereby request permission for my child(ren) to participate in the 2014-2015 CORNERSTONE TUTORIAL, INC. ("CORNERSTONE") program which will offer classes at the Severna Park Evangelical Presbyterian Church, 114 Ritchie Highway, Pasadena, Maryland (the "Premises"). I will inspect the Premises before any of my children participate; I am familiar with the purpose and operation of the CORNERSTONE program; I know the risks and dangers involved in each of the related activities; and I voluntarily assume all risks of injury to me and my child(ren)'s person or property or both that may be sustained in connection with my participation in the CORNERSTONE program, whether incurred on or about the Premises or elsewhere. In consideration of the permission granted to my child(ren) to participate in the CORNERSTONE program and to enter and use the Premises for the purposes indicated, I, on behalf of myself, each of my children, my heirs, personal representatives, other legal representatives, and assigns, do hereby:

Release, acquit, forever discharge, and agree to indemnify and hold harmless CORNERSTONE, its tutors, agents, directors, officers, study hall monitors, assistants, and all other individuals (whether paid or volunteer) involved or associated with CORNERSTONE, from any and all claims, actions, causes of action, demands, rights, damages, costs, and compensation whatsoever for injuries to my person or property and/or to the person or property of any child of mine that may be sustained during, arise out of, or in any way be connected with participation in the CORNERSTONE program, whether at the Premises or at some other location, and whether due to negligence or any other fault.

I HAVE READ AND UNDERSTAND THIS REQUEST, GENERAL RELEASE, AND INDEMNITY AGREEMENT, AND I UNDERSTAND THAT IT IS A LEGALLY BINDING DOCUMENT.

IN WITNESS WHEREOF, I have signed and sealed this document on this _____ day of

_____, 2014.

Parent's Signature

Parent's Printed Name

Cornerstone Student Class Selection Form, 2014-2015

Family:	Date:			
Address:	First Name:			
Phone #/e-mail:	Date of Birth/Grade:			

8:20 – 9:50	American Literature (Herndon)	\$ 315			
	American Government (Holmes) (PREREQ)	\$ 315			
	Algebra I (Jenkins) (PREREQ)	\$ 315			
	World Regional Geography (Schaeffer)	\$ 315			
	Fundamentals of Art 1 (Landerman)	\$ 340			
	SAT Preparation (<i>Fall</i> , Clement & L. Cade)	\$ 157.50			
9:55 – 11:25	French I (C. Cade)	\$ 315			
	Latin III (Clement) (PREREQ)	\$ 315			
	Algebra II (Deterding) (PREREQ)	\$ 315			
	Elements of Literature and Composition (Herndon)	\$ 315			
	Composition and Rhetoric (Swartz) (PREREQ)	\$ 315			
	8 th Grade Junior World Regional Geography (<i>Fall</i> , Schaeffer)	\$ 157.50			
	Shakespeare (<i>Spring</i> , Schaeffer)	\$ 157.50			
11:30 – 1:00	8th Grade Language Arts (Clement)	\$ 315			
	Advanced Composition (Swartz) (PREREQ)	\$ 315			
	U.S. History (Cavallaro)	\$ 315			
	Physical Science (Milligan)	\$ 330			
	Geometry (L. Cade) (PREREQ)	\$ 315			
	Fundamentals of Art 2 (Landerman) (PREREQ)	\$ 340			
1:30 – 3:00	Spanish I (C. Cade)	\$ 315			
	Pre-Algebra (L. Cade)	\$ 315			
	Latin I (Clement)	\$ 315			
	Beginning Digital Photography (<i>Fall</i> , Schaeffer) (PREREQ)	\$ 182.50			
	Advanced Digital Photography (<i>Spring</i> , Schaeffer) (PREREQ)	\$ 182.50			
1:30 – 3:30	Biology (Noll)	\$ 360			
	Chemistry (Milligan)	\$ 360			

Payment method: check#	or	FACTS
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Number of classes (per student) →				
Total class fee (per student) →				
Applicable Fees →	Family Early \$140	Family \$240		
Preregistration Deposit →	(subtract)			
Total Due →				