



Dear Rockbridge Families,

Happy new year! As is our usual practice in January, it is time for families to communicate their intent for the next school year. Please complete and remit the *Intent Form for School Year 2012-2013 Enrollment*, which begins on the next page.

There are two ways to complete the Intent form:

Complete the Intent form by hand	Complete the Intent form on your computer
1) Open the attached PDF.	1) Open the attached PDF.
2) Print the file.	2) Complete the form. If you wish to apply a signature within the PDF file, choose 'sign and certify' and opt for 'apply ink signature', and follow the prompts. You may also type an acknowledgement in lieu of a signature.
3) Fill in the form by hand.	3) Print the form to an Adobe PDF.
4) Return the completed form to the main office, paying the tuition deposit at the main office or online.	4) Put your surname in the name of the file
	5) Attach your named file to an email addressed to learning@rockbridge.org
	6) Pay your tuition deposit online or at the main office

A tuition deposit of \$850 per student is to accompany the completed form. The deposit may be paid by cash, check (payable to Rockbridge Academy), or credit card. Visa/MasterCard payments may be submitted online at www.rockbridge.org/store or in person at the main office. Credit card payments are assessed a 3% convenience fee. Tuition deposits are not refundable. In light of the 2012-2013 tuition deposit due date, *no tuition payments for the 2011-2012 school year are due in January.*

It is important to note that:

1. Steps 1-4 of the Intent form are to be filled out *completely*, including family demographic information. This is essential for accurate communication throughout the year.
2. The current Parent Student Handbook is to be read prior to submitting the completed Intent form. There are changes to the 2011-2012 Handbook from previous versions.
3. The completed Intent form and tuition deposit are to be remitted on or before **Monday, January 16, 2012.**

Thank you for taking the time to complete this task!

Faithfully,

Amy Boswell
Admissions Director



Intent Form for 2012-2013 School Year Enrollment

*This completed form and an \$850 tuition deposit per student are due by January 16, 2012.
Tuition deposits are not refundable.*

Please complete steps 1 through 4:

Step 1: Student Information

Student's Full Name	Grade for 2012-2013	Intent for 2012-2013 School Year	
<input type="text"/>	<input type="text"/>	Re-enroll	Do not re-enroll
<input type="text"/>	<input type="text"/>	Re-enroll	Do not re-enroll
<input type="text"/>	<input type="text"/>	Re-enroll	Do not re-enroll
<input type="text"/>	<input type="text"/>	Re-enroll	Do not re-enroll

Step 2: Policies, Procedures, and Guidelines Acknowledgement

I/We have read the current Parent/Student Handbook and agree to abide by the policies, procedures, and guidelines contained therein.

Parent/Guardian Acknowledgement

Parent/Guardian Acknowledgement

Step 3: Financial Responsibility

Billing Name:

Billing Address:

For office use only:

Deposit received: \$ _____

Method: Check # _____ online ID # _____ Visa/MC office

Date: _____

Received by: _____

Rockbridge Academy, Inc. admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, scholarships, or other school-administered programs.

**Step 4, Demographics:
Parent/Guardian and Extended Family Information:**

Parents are:

Married	Separated	Divorced	Single parent
Mother remarried	Father remarried	Mother deceased	Father deceased

Send Admissions Office Correspondence to:

Parent(s)/Guardian(s) listed below

Other

Parent/Guardian Name

Relationship to Student

Street Address, City, State, Zip

Home Phone Cell Phone Work Phone

Home Email Work Email

Place of Employment / Type of Business

Occupation / Position

Parent/Guardian Name

Relationship to Student

Street Address, City, State, Zip (*if different from above*)

Home Phone Cell Phone Work Phone

Home Email Work Email

Place of Employment / Type of Business

Occupation / Position

Church Information

Church Attending

Street Address, City, State, Zip

Members? Yes No

Pastor

Extended Family Information

Maternal Grandparent(s) still living:

Name, Address, City/State/Zip

Phone Email

Paternal Grandparent(s) still living:

Name, Address, City/State/Zip

Phone Email

Other Grandparent Information:

Name, Address, City/State/Zip

Phone Email