



*Iglesia Evangélica Menonita*  
**ACADEMIA MENONITA**



URB. SUMMIT HILLS  
1751 ASOMANTE STREET  
SAN JUAN, PUERTO RICO 00920-4300  
Church: (787) 707-0050 - School: (787) 783-1295 & (787) 507-4147  
Email: [information@acadmensj.org](mailto:information@acadmensj.org) – Web: [www.academiamenonitasj.org](http://www.academiamenonitasj.org)

**For School Year 2025-2026**

Dear parents of present students:

May the Lord bless you and your family!

Thank you for continuing with Academia Menonita as your son's or daughter's center of education. It is an honor for us to have your trust and hopes. During 63 years, Academia Menonita has pursued to empower our students with a sound educational and spiritual experience that will promote their development as citizens who contribute in forming a better world as they follow the Lord's will.

Registration applications for school year 2025-2026 are already accepted for submittal.

For your convenience, this year we will offer again a payment system in 3 installments for the Registration Fee. The due dates for each installment are:

- **December 2, 2024**
- **December 13, 2024**
- **January 31, 2025**

The total amount is **\$395.00** and **January 31, 2025** is the due date for the Registration Fee, be it in installments or in its entirety. After said date there will be a late charge of **\$50.00**.

It is very important that you submit ALL the required documents (forms must be filled and signed in all parts; documents must be complete in their entirety), as no student will be officially registered if there is any document missing. These documents must be submitted no later than **July 21, 2025**. After the said date, there will be a late charge of **\$25.00**. Therefore, it is very important that you be prompt in collecting and submitting them.

Remember that the acceptance of applications is limited to the spaces available, and therefore we recommend you to submit your application as soon as possible.

We thank you again for remaining part of the Academia Menonita family.

Sincerely,

Ramonita Rivera-Torres, Administrator



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**Para Año Escolar 2025-2026**

Estimados padres de estudiantes actuales:

¡Que Dios les bendiga a ustedes y sus familias!

Gracias por continuar con la Academia Menonita como el centro de enseñanza de su hijo o hija. Es un honor para nosotros el gozar de su confianza y esperanza. Por 63 años la Academia Menonita se ha mantenido en pos de facultar a nuestros estudiantes con una experiencia educativa y espiritual sólida, que promueva su desarrollo como ciudadanos que contribuyen a un mundo mejor, siguiendo la voluntad de Dios.

Las solicitudes de matrícula para el año escolar 2025-2026 ya pueden ser sometidas.

Para su conveniencia, nuevamente ofreceremos el sistema de pagos en 3 plazos para la cuota de matrícula. Las fechas límites para cada plazo son las siguientes:

- **2 de diciembre de 2024**
- **13 de diciembre de 2024**
- **31 de enero de 2025**

La cantidad total es de **\$395.00** y el **31 de enero de 2025** es la fecha límite para el pago de matrícula, sea a plazos o en su totalidad, por lo que luego de esta fecha habrá un recargo de **\$50.00**.

Es sumamente importante que entreguen **TODOS** los documentos requeridos (las formas tienen que estar llenas en todas sus partes; los documentos tienen que estar completos en su totalidad), pues ningún estudiante estará oficialmente matriculado si falta alguno. Dichos documentos tienen que ser entregados no más tarde del **21 de julio de 2025**. Luego de esta fecha habrá un recargo de **\$25.00**. Por lo tanto, es muy importante que se apresure en recopilar y someter los mismos.

Recuerde que la aceptación de solicitudes está limitada a los espacios disponibles, por lo que le recomendamos que entregue su solicitud a la brevedad posible.

Nuevamente le agradecemos por permanecer como parte de la gran familia de la Academia Menonita.

Sinceramente,

Ramonita Rivera Torres, Administradora

# ACADEMIA MENONITA

## **2024-2025 REGISTRATION PROCESS FOR PRESENT STUDENTS**

**Dates of Registration: until January 31, 2025**

**Documents required:** The following documents must be submitted with the registration payment:

1. **ONLINE APPLICATION:** (<https://suite.collegeone.net>)(Current Student Admission/School Code 1009)  
Fill student and parents' information.
  2. Print Registration Invoice and hand-in to the Registrar's Office with the following documents:
    - a. **Agreement Form** of the "Handbook for Students and Parents", with the complete signatures.
    - b. **Policy for Videoconference Classes and Exams and Works to Submit**, with the complete signatures.
    - c. **Emergency Card** (it must be filled in ALL ITS PARTS --including the pictures-- and signed).
    - d. **Socioeconomic Study** (used for the school's statistic and services purposes).
    - e. **Service Selection** (all parents must come to sign the Service Agreement --contract-- on the dates that will be notified later).
    - f. **Medical Examination w/Eyesight Test** (must use the form provided by the Academy).
    - g. **Oral Exam Certificate** (students entering **K, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup>**) (must use the form provided by the Department of Health).
    - h. **Psychometric Evaluation** (valid 1 year) (students entering **1st grade**, who started at the Academy in PPK).
    - i. Students ages **5 and 11** years old **by August 2025**, parents must bring updated **P-VAC-3 Immunization Certification** document (green form) as soon as the students reach said ages.
- **In order to register your children for the school year 2025-2026, your payments must be up to date.**
  - **After January 31, 2025, space availability will not be guaranteed, and the registration payment will have a late charge of \$50.00. If you have any inconvenience, please visit the Administrator or the Business Office.**
  - **You must submit ALL required documents (forms must be filled and signed in all parts; documents must be complete in their entirety), as no student will be officially registered if there is any document missing. These documents have to be submitted no later than July 21, 2025; after said date there will be a late charge of \$25.00.**



## **PROCESO DE MATRÍCULA 2025-2026 PARA ESTUDIANTES ACTUALES**

**Fechas de Matrícula: hasta el 31 de enero de 2025**

**Documentos requeridos:** Los siguientes documentos tienen que ser entregados junto con el pago de matrícula:

1. **SOLICITUD EN LINEA:** (<https://suite.collegeone.net>)(Current Student Admission/School Code 1009)  
Llene información del estudiante y padres.
  2. Imprima la factura de matrícula ("Registration Invoice") y entréguelo en la Oficina de la Registradora con los siguientes documentos:
    - a. **Hoja de Compromiso** del "Manual General para Estudiantes y Padres", con firmas completas.
    - b. **Política de Clases por Videoconferencia y Exámenes y Trabajos para Entregar**, con firmas completas.
    - c. **"Emergency Card"** (debe estar lleno en TODAS SUS PARTES --incluyendo las fotos-- y firmado)
    - d. **Estudio Socioeconómico** (para propósitos estadísticos de la escuela en petición de servicios)
    - e. **Selección de Servicios** (todos los padres deben venir para el Acuerdo de Servicios --contrato-- en las fechas que se indique más adelante).
    - f. **Examen Médico y Examen de la Vista** (debe usar el formulario que provee la Academia).
    - g. **Certificado de Examen Oral** (estudiantes entrando a **K, 2do, 4to, 6to, 8vo y 10mo**) (debe usar el formulario que provee el Departamento de Salud).
    - h. **Evaluación Psicométrica** (válida 1 año)(estudiantes entrando al **1er grado**, que empezaron la Academia en PPK).
    - i. Estudiantes **5 y 11** años de edad **en agosto 2025, los padres deberán traer el Certificado de Vacunas P-VAC-3 (hoja verde) actualizado** tan pronto los estudiantes cumplan dichas edades.
- **Para matricular a sus hijos para el año escolar 2025-2026, sus pagos tienen que estar al día.**
  - **Luego del 31 de enero de 2025 los espacios no serán garantizados y el pago de matrícula tendrá un recargo de \$50.00. De tener algún inconveniente, favor visitar a la Administradora y/o la Oficina de Contabilidad.**

**Debe someter TODOS los documentos requeridos (las formas tienen que estar llenas en todas sus partes; los documentos tienen que estar completos en su totalidad), pues ningún estudiante estará oficialmente matriculado si falta alguno. Dichos documentos tienen que ser entregados no más tarde del 21 de julio de 2025; luego de esta fecha habrá un recargo de \$25.00.**



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## REGISTRATION & PAYMENTS INFORMATION 2025-2026



### ADMISSION APPLICATION (Processing Fee)

PPK A K | \$35.00 (NON REFUNDABLE)

\*This fee does not guarantee admission.

REGISTRATION FEE - NEW STUDENTS*		REGISTRATION FEE - PRESENT STUDENTS*	
PPK	\$400.00 per student	PK to K	\$395.00 per student
PK to K	\$420.00 per student		
INITIAL FEE	\$325.00 per family the first year only	INITIAL FEE	N/A
PHYSICAL FACILITIES FEE NEW STUDENTS**		PHYSICAL FACILITIES FEE PRESENT STUDENTS**	
PK-K	\$350.00 per family	PK-K	\$350.00 per family
TOTAL REGISTRATION FEE NEW STUDENTS		REGISTRATION FEE PRESENT STUDENTS	
PPK		PK-K	
<b>TOTAL: \$725.00</b>	<b>TOTAL: \$1,095.00</b>	<b>TOTAL: \$745.00</b>	

\*Registration Fee is not refundable. **Present students only: 3 installments for your convenience** (December 2, 2024, December 13, 2024, and January 31, 2025). After the said date, space availability will not be guaranteed and will have a late charge of \$50.00.  
**\*\*Enjoy a discount of \$50.00 if paid by June 27, 2025.** This fee can be added to your monthly payment in installments of \$35.00 monthly. This payment will be refundable according to the regulations established in the "Handbook for Students and Parents".

### ANNUAL FEES (DUE AUGUST 01, 2025)

GRADE	Other Fees	Breakdown of Other Fees	
PPK	\$115.00	· Classroom Fee \$75.00	· Learn Aid (Kinder) \$40.00
PK	\$115.00	· Insurance Fee \$10.00	· Graduation Fee* (Kinder) \$175.00
K*	\$330.00	· ID Card \$5.00	· PTO (family fee) \$10.00
		· Emergency Mgmt. Plan \$5.00	· Scholarship Fund (family fee) \$10.00

\*Kinder Graduation Gown not included in annual fees; must be paid at Business Office when stated.

### TUITION PER STUDENT (DUE 1<sup>ST</sup> OF EACH MONTH)

GRADE	MONTHLY & LUNCH	YEARLY
PPK	\$456.18 + \$115.18= <b>\$571.36</b>	\$5,713.60
PK - K	\$487.18 + \$115.18= <b>\$602.36</b>	\$6,023.60

•Tuition fee is divided for your convenience in 10 installments.  
 •Lunch price includes IVU. Lunch Program includes 2 snacks. The student does not have to bring a lunch bag to school.  
 •Snacks Tickets can be used for breakfast at the cafeteria from 7:00 to 7:30 am and for snacks at "El Kiosko".  
 •**These prices of food are subject to change during the school year, without notice.**

### CHILD CARE SERVICES AND AFTER SCHOOL PROGRAMS (OPTIONAL)

PPK-K	Preschool Care (includes 1 snack)	\$80.00 per student monthly
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•All after-school programs are from 3:15 pm – 5:15 pm. A charge of \$10.00 applies after 5:45 pm.  
 •Spaces are limited and depend upon availability at registration  
 •Only 2 changes will be allowed per school year. During the months of December and May withdrawals are not allowed.

### THERAPIES (OPTIONAL)

FROM 3:00 TO 5:00 PM AT SCHOOL PREMISES

Students in need of occupational therapy, speech/language therapy and/or educational therapy will have the opportunity to receive this service at school facilities when coordinated with our designated therapy group. (Centro de Terapias Taboa 787-354-9075)



## PAYMENT POLICY

- ALL required documents must be submitted (forms must be filled and signed in all parts; documents must be complete in their entirety), as no student will be officially registered if there is any document missing. These documents must be submitted no later than **July 21, 2025**; after said date there will be a late charge of **\$25.00**.
- At the moment of registration, all families must sign the Payment Agreement at the Business Office. A **6%** discount on the total **tuition fee** will be granted to those families who make the payment of **all the fees** for the entire year by **August 1, 2025**.
- Any month attended at least one (1) day will be considered a full month.
- Late payments and returned checks: There will be an additional charge of **\$25.00 for each returned check** and **\$25.00 for delayed payment (after day 15 of each month)**.

## TRANSCRIPTS

- **A \$15.00 fee will be charged for each student transcript requested.** Please allow three or more working days for the transcript to be completed. In order to process any transcript, official document, record, report card, etc., said family's account must not have any payment pending to the school; as soon as the remaining balance is paid, the solicited document will be processed.

**TRANSPORTATION:** Parents are responsible for making their own transportation arrangements.

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**REGISTRATION & PAYMENTS INFORMATION 2025-2026**  
ELEMENTARY & SECONDARY LEVEL

ADMISSION APPLICATION (Processing Fee)	
1 <sup>st</sup> -12 <sup>th</sup> grade	\$35.00 (NON REFUNDABLE)
•This fee does <u>not</u> guarantee admission.	

REGISTRATION FEE - NEW STUDENTS*		REGISTRATION FEE - PRESENT STUDENTS*	
1 <sup>st</sup> - 12 <sup>th</sup>	\$420.00 per student	1 <sup>st</sup> - 12 <sup>th</sup>	\$395.00 per student
INITIAL FEE	\$325.00 per family the first year only	1 <sup>st</sup> - 12 <sup>th</sup>	N/A
PHYSICAL FACILITIES FEE NEW STUDENTS**		PHYSICAL FACILITIES FEE PRESENT STUDENTS**	
1 <sup>ST</sup> - 12 <sup>th</sup>	\$350.00 per family	1 <sup>ST</sup> - 12 <sup>th</sup>	\$350.00 per family
REGISTRATION FEE - NEW STUDENTS		REGISTRATION FEE - PRESENT STUDENTS	
<b>TOTAL: \$1,095.00</b>		<b>TOTAL: \$745.00</b>	

\*Registration Fee is not refundable. **Present students only: 3 installments for your convenience** (December 2, 2024, December 13, 2024, and January 31, 2025). After the said date, space availability will not be guaranteed and will have a late charge of \$50.00.

\*\***Enjoy a discount of \$50.00 if paid by June 27, 2025.** This fee can be added to your monthly payment in installments of \$35.00 monthly. This payment will be refundable according to the regulations established in the "Handbook for Students and Parents".

ANNUAL FEES (DUE AUGUST 01, 2025)			
GRADE	Book Fee*	Other Fees	Breakdown of Other Fees
1	\$125.00	\$155.00	<ul style="list-style-type: none"> <li>· Classroom Fee <b>\$75.00</b></li> <li>· Insurance Fee <b>\$10.00</b></li> <li>· ID Card <b>\$5.00</b></li> <li>· Emergency Mgmt. Plan <b>\$5.00</b></li> <li>· Learn Aid (1<sup>st</sup> to 11<sup>th</sup>) <b>\$40.00</b></li> <li>· Retreat (6<sup>th</sup> to 12<sup>th</sup>) <b>\$40.00</b></li> <li>· Laboratory Fee (7<sup>th</sup> to 12<sup>th</sup>) <b>\$20.00</b></li> <li>· Locker Fee (7<sup>th</sup> to 12<sup>th</sup>) <b>\$20.00</b></li> <li>· Lock<sup>1</sup> (new) (7<sup>th</sup> to 12<sup>th</sup>) <b>\$15.00</b></li> <li>· Graduation Fee* (8<sup>th</sup> &amp; 12<sup>th</sup>) <b>\$175.00</b></li> <li>· PTO (family fee) <b>\$10.00</b></li> <li>· Scholarship Fund (family fee) <b>\$10.00</b></li> </ul> <p><sup>2</sup>8<sup>th</sup> &amp; 12<sup>th</sup> Graduation Gown not included in annual fees and must be paid at Business Office when stated. <sup>12</sup>th<sup>3</sup> PNA Test not included in annual fees and must be paid through College One invoice when stated.</p>
2	\$150.00	\$155.00	
3	\$175.00	\$155.00	
4	\$125.00	\$155.00	
5	\$150.00	\$155.00	
6	\$175.00	\$195.00	
7	\$200.00	\$250.00	
8 <sup>2</sup>	\$200.00	\$425.00	
9	\$200.00	\$250.00	
10-11	\$250.00	\$250.00	
12 <sup>2</sup>	\$200.00	\$385.00	

\*Rented book lost must be paid in full. The **Book Fee is subject to change** as **we are in the process of changing to digital books and a Technology Fee will be established. We will notify the changes as soon as they are made.**

<sup>17</sup>th to 12<sup>th</sup>: Official lockers' locks lost have a replacement cost of \$15.00.

TUITION PER STUDENT (DUE 1 <sup>ST</sup> OF EACH MONTH)		
GRADE	MONTHLY	YEARLY
1-3	\$502.18	\$5,021.80
4-6	\$519.18	\$5,191.80
7-8	\$533.18	\$5,331.80
9-12	\$579.18	\$5,792.80

•Tuition fee is divided for your convenience in 10 installments.

CHILD CARE SERVICES AND AFTER SCHOOL PROGRAMS (OPTIONAL)		
PPK-K	Preschool Care (includes 1 snack)	\$80.00 per student monthly
1 <sup>st</sup> -12 <sup>th</sup>	Study Hall	\$75.00 per student monthly
1 <sup>ST</sup> -6 <sup>TH</sup>	Study Hall Plus (Tutoring)	\$200.00 per student monthly
7 <sup>TH</sup> -12 <sup>TH</sup>	Study Hall Plus (Math tutoring only)	\$100.00 per student monthly

•Spaces are limited and depend upon availability at registration. •Only 2 changes will be allowed per school year. During the months of December and May withdrawals are not allowed.

•Tutoring services will be Monday through Thursday, and on Friday they go to Study Hall, which is included in the full tutoring service.

•All after-school programs are from 3:15 pm – 5:15 pm. A charge of \$10.00 applies after 5:45 pm. These programs will not receive credit for days the student is absent. This includes after school activities, sports, music, and tutoring services.

THERAPIES (OPTIONAL)		
FROM 3:00 TO 5:00 PM AT SCHOOL PREMISES		
Students in need of occupational therapy, speech/language therapy and/or educational therapy will have the opportunity to receive this service at the school facilities when coordinated with our designated therapy group. (Centro de Terapias Taboa 787-354-9075)		
LUNCH PROGRAM AND SNACK TICKETS (PRICES SUBJECT TO CHANGE DURING SCHOOL YEAR, WITHOUT NOTICE)		
GRADE	MONTHLY LUNCH PROGRAM	DAILY TICKETS
1-3	\$77.15 IVU INCLUDED	\$47.72 (10 TICKETS)
4-6	\$87.42 IVU INCLUDED	\$53.97 (10 TICKETS)
7-12	\$99.15 IVU INCLUDED	\$30.33 (5 TICKETS)
GRADE	SNACK TICKETS	PRICE
1-12	\$0.99	\$9.87 (10 TICKETS)
1-12	\$0.28	\$2.80 (10 TICKETS)
<ul style="list-style-type: none"> <li>•1<sup>st</sup> to 12<sup>th</sup> grades' Lunch Program is optional. Only 1 change will be allowed, only in the first semester.</li> <li>•Snack Tickets can be used for breakfast at the cafeteria from 7:00 to 7:30 am and for snacks at "El Kiosko".</li> <li>•<b>These prices are subject to change during the school year, without notice.</b></li> </ul>		

### <sup>3</sup>ADVANCED LEVEL TESTS FEE (PRUEBAS PROGRAMA DE NIVEL AVANZADO-PNA)

- Advanced Placement Program (PNA) courses and tests allow students to advance their university classes while in their senior year of high school.
- All 12<sup>th</sup> grade students will take the English PNA Test.
- All 12<sup>th</sup> grade students will take either Math PNA Tests (College Math or Precalculus).
- All 12<sup>th</sup> grade students who take the Advanced Spanish class will take the Spanish PNA Test.
- The approximate cost of **each test** is \$60 (two \$120; all three \$180), but the final cost will be determined and announced at a further date by The College Board. As soon as this cost and due date are confirmed, the Academy will notify the parents.
- This cost will be charged automatically in College One before the due date established by The College Board.

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- Any month attended at least one (1) day will be considered a full month.
- Late payments and returned checks: There will be an additional charge of **\$25.00 for each returned check** and **\$25.00 for delayed payment (after day 15 of each month)**.

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- **A \$15.00 fee will be charged for each student transcript requested.** Please allow three or more working days for the transcript to be completed. In order to process any transcript, official document, record, report card, etc., said family's account must not have any payment pending to the school; as soon as the remaining balance is paid, the solicited document will be processed.

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