

CONTINUOUS ENROLLMENT

at North Hills Christian School

Beginning in 2024-2025

Each year, more than 90% of our families return to North Hills Christian School to continue their child's education. In recognition of the long-term commitment of our school families, NHCS will begin utilizing continuous enrollment to provide a convenient way for families to remain enrolled in NHCS year after year with minimal paperwork.

Beginning in November of 2024 and each year thereafter, NHCS will remind families of this automated process. In January, current students eligible to return will be re-enrolled automatically for the next school year.

What is Continuous Enrollment?

At NHCS, we recognize the value of a sustained, long-term partnership with families in their children's education. A seamless transition from elementary through high school provides a consistent, thorough progression through academic coursework. Considering this philosophy, NHCS offers a concept in enrollment management called Continuous Enrollment. From initial admission through high school graduation, the enrollment contract will renew each year and students will remain enrolled at NHCS, as long as academic and conduct standards are met and the FACTS financial account is in compliance with the Financial Agreement, until the student graduates or the parent completes the withdrawal procedures outlined below.

When is Continuous Enrollment agreed upon?

All currently enrolled families have signed the NHCS Continuous Enrollment Agreement as of January 2024. Any newly enrolled students' families will agree to the contract during their enrollment process.

What happens once I am enrolled?

Once all our families are on the Continuous Enrollment program, the former re-enrollment season (November – January) will consist of communication reminders from the Admissions Office.

Each November, NHCS will publish the following school year's tuition rates, fees, and other relevant enrollment information, and remind our current families of the withdrawal procedures, if they do not intend to return for the coming school year.

Each January, there will be a Withdrawal Notice Window, during which time families of students not intending to return to NHCS for the coming school year can submit the Withdrawal Form and avoid the Withdrawal fee outlined below. (This form is due no later than January 10th.)

How do I update my FACTS Payment Plan?

Once a FACTS tuition payment plan is set up during the enrollment process, the agreement will be renewed with the same payment plan each year unless the family contacts FACTS customer service to change the payment plan/option.

What if I change my mind?

NHCS understands that circumstances can change from year to year. If a family does not plan to remain at/return to NHCS, they can contact the admissions office. They will provide the withdrawal form and guide the family through the withdrawal process, based on the policy outlined below.

North Hills Christian School makes hiring and curriculum-purchasing decisions based on the expected number of students, this includes returning-student enrollment as well as our newly enrolled students. Breaking the enrollment agreement causes undue expense to the school.

What if I am unsure of return?

Any family unsure about a student's enrollment for the upcoming school year should contact the Admissions Department. We recommend that you complete/submit the Withdrawal Form to cancel your Continuous Enrollment contract officially so that you are not financially responsible for the cost of withdrawal fees. If you choose to re-enroll your student before the start of the next school year, please contact the Admissions team. If space is available at that time, we will instruct you on how to re-enroll.

How do I know if my student is eligible to return?

All students in good academic, behavioral, and financial standing are eligible to return to NHCS for the following school year. Parents with questions about their financial eligibility can contact the Finance Office to discuss this matter.

What is the cost of Continuous Enrollment?

Continuous Enrollment does not add any additional cost to our families. Beginning in the 2024-2025 school year, the formerly assessed Enrollment Fee is now included with the tuition rates.

How do I update Student Information?

As a family maintains their Continuous Enrollment, each student's information (i.e., address, phone, email, emergency contacts, and medical information) continues from grade to grade in FACTS SIS. NHCS will help to maintain the database by reminding parents to update their demographic information regularly. To update this information, please contact the NHCS front office or admissions office.

(updated January 2024)

We agree that the term of our student's Continuous Enrollment and Parent/Guardian Agreement continues automatically through the completion of grade 12 or, if necessary, the Withdrawal Form is completed and submitted to the NHCS Admissions Office.

We agree to keep our student's demographic and enrollment information updated with NHCS.

We agree to maintain a current tuition payment plan with the terms of the Financial Commitment.

We agree to abide by the Continuous Enrollment Agreement, Parent/Guardian Agreement, and Financial Commitment policies, and we acknowledge that we will review each document as policy changes are provided.

We agree to fulfill all financial obligations promptly and realize that a failure to do so will jeopardize my student's enrollment eligibility at NHCS.

Page 3 of 4

North Hills Christian School
WITHDRAWAL POLICY
(updated January 2024)

North Hills Christian School makes hiring and curriculum-purchasing decisions based on the expected number of students, this includes returning-student enrollment as well

as our newly enrolled students. Breaking the enrollment agreement causes undue expense to the school.

Should a student withdraw, the following procedures will determine the amount owed:

Withdrawal for the **Upcoming** School Year:

- Beginning in January 2025, if not planning to return to NHCS **for the upcoming school year**, the withdrawal form can be submitted during the January Withdrawal Window (through the 10th), and there will be no withdrawal fee.

Withdrawal for the **Upcoming** School Year **after the Withdrawal Window**:

- Beginning in January 2025, NHCS families that are re-enrolled but break the agreement by withdrawing their students after the specified deadline (January 10) will be obligated to pay the Withdrawal Fee, as follows:
 - Withdraw after January 10th and prior to May 31st, a withdrawal fee of \$750/student is due prior to the release of any student records.
 - Withdraw after May 31st and prior to the start of the new school year, families forfeit any fees paid/payments due, and a withdrawal fee of \$1500/student is due prior to the release of any student records.

Withdrawal **During the School Year**:

- Withdraw after the start of the new school year, families forfeit any fees paid/payments due. Tuition rates are due for any month in which the student attends at least one school day, and a withdrawal fee of \$1500/student is due prior to the release of any student records.
- Families who paid annually (lump sum) will be refunded a prorated amount, based on the withdrawal month, and a withdrawal fee of \$1500/student will be assessed prior to the refund being issued. Students who withdraw after the start of school owe the full month's fees for any month in which the student attends at least one school day, plus the withdrawal fee.