



Cheyenne Hills Christian School
2022/2023 Enrollment & Financial Contract

Payments	Pre-K 2 Days	Pre-K Full Day	Elementary Full Day
1 Payment (Jun 1)	\$1900.00	\$4,800.00	\$4,800.00
12 Payments (Jun 1 – May 1)	\$158.33	\$400.00	\$400.00
10 Payments (Jun 1-Mar 1)	\$190.00	\$480.00	\$480.00

2021/2022 Preschool Class Offerings:

Class	Days	Times
Three's	MW	8:30 am – 12:15 pm
Three's	TTH	8:30 am – 12:15 pm
Four's	MW	9:00 am – 1:00 pm
Four's	TTH	9:00 am – 1:00 pm
Four's	M-TH	9:00 am – 3:00 pm
Pre-K	M-TH	9:00 am – 3:00 pm

2021/2022 Elementary Class Offerings:

Note: All Classes will meet M-Th and dismiss at noon each Friday.

Class	Days	Times
Kindergarten	M-TH & half day Friday	8:00 am – 3:30 pm (Noon Fridays)
1st Grade	M-TH & half day Friday	8:00 am – 3:30 pm (Noon Fridays)
2 nd Grade	M-TH & half day Friday	8:00 am – 3:30 pm (Noon Fridays)
3 rd Grade	M-TH & half day Friday	8:00 am – 3:30 pm (Noon Fridays)

We require enrollment of at least 12 students in order to open a class. In the event a class does not meet the enrollment number by June 30th we will, unfortunately, be unable to offer that class next year. We will notify parents no later than July 1st. The school district's enrollment opens up for new students in August. Any enrollment fees will be refunded for any class closures.

Part Day Enrollment Fee - Non-refundable (except in case of class closure due to lack of the minimum student enrolment number not being met).

- \$300 1st child, \$150.00 2nd child and subsequent children

Full Day & Elementary Classes Enrollment Fee - Non-refundable (except in case of class closure due to lack of the minimum student enrollment number not being met).

- \$500 1st child, \$300 2nd child and subsequent children

Enrollment Requirements

- Space will not be reserved until entire enrollment fee has been received.
- No family may re-enroll for a new school year with an outstanding account balance.

Payment Policies

- Tuition payments are due on the 1st of each month. A late fee of \$30 will be charged for each month's past due tuition payment if received after the 5th of each month. Additionally, any balances carried over from prior months will be assessed a finance charge of 1.5% per month after the 7th each month.



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- Accounts more than 15 days past due will receive communication reminding them of the urgency to promptly update the account.
- Accounts more than 30 days past due will be requested to submit a plan outlining a payment schedule, acceptable to the school, to update the account. Students will not be allowed to return to school unless a payment plan has been put in place and at the discretion of the School Director.
- Accounts more than 60 days past due will be subject to additional action up to, but not limited to, expulsion of the student(s) and submission of the account to collection. The re-enrollment process will not begin until ALL past due amounts are paid in full.
- Accounts must be paid in full prior to release of progress reports, report cards, or official transcripts.

Enrollment Procedure:

Each March enrollment begins for the following school year. The following items are necessary for enrollment in the school:

1. Complete online registration form.
2. Complete and submit Cheyenne Hills Christian School Enrollment & Financial Contract.
3. Submit the non-refundable student enrollment fee.
4. Submit current Immunization records.
5. Submit a copy of the child's birth certificate
6. Approval by the School Director.

Re-enrollment Procedure:

1. Complete and submit Cheyenne Hills Christian School Enrollment & Financial Contract.
2. Submit the non-refundable enrollment fee.
3. Submit a current immunization record.

If these steps are not completed, then your child is not re-enrolled. It is imperative that these 3 steps are followed.

The enrollment fee helps cover materials and reserves a place for your child in the program. Enrollment is on a first come first serve basis. Current enrolled students who have attended CHCS will receive the highest priority in enrollment followed by church families. After these groups have been served, enrollment will be opened to the public. A waiting list will be kept of children wishing to enter the program. Openings will be filled in the order the names are placed on the list with respect to age and priority status. A child will be considered enrolled when the online registration and the enrollment & financial contract forms are completed and the enrollment fee, current immunization record and birth certificate, are submitted.

NOTE: In order to re-enroll, a student's account must be current.

Withdrawal Policy:

Withdrawals from the School must be made in writing (signed by the parent/guardian) and submitted to the Director. The written notice should include the date of and reason for withdrawal. Students attending any day of the month will owe the full month's tuition. If a child will be absent for an extended period of time, the Director must be notified and the tuition bill must be kept current. A student may be automatically withdrawn if their bill becomes 45 days past due.



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I understand, acknowledge and agree that Cheyenne Hills Christian School is a school of limited enrollment. By enrolling, Cheyenne Hills Christian School agrees to provide a place for my child in his or her respective class, which may deprive another child of the privilege of enrolling at the school.

Further, in the event that my child withdraws from Cheyenne Hills Christian School, the school may be unable to enroll another child to fill my child's place in the classroom. **Hence, in the event of the early withdrawal of a student, parents are responsible for the entire balance of the year's tuition.** If we are able to fill the spot with another child, the school will excuse the remaining balance as long as the account is current.



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I hereby apply for enrollment of my minor child _____ in _____ class/grade at Cheyenne Hills Christian School for the 2022/2023 school year from: (check one)

- Preschool – Sept. 6th or 7th, 2022 thru May 17th or 18th 2023
- Elementary – Aug. 24, 2022 thru June 6, 2023

The terms and conditions of said enrollment are set forth within this 2022-2023 **Enrollment & Financial Contract Form (“the Contract”)** as follows:

1) I agree to pay to Cheyenne Hills Christian School all non-refundable applicable tuition, fees, and charges, including:

a) Part day student enrollment fee of \$300.00 (2nd and subsequent children \$150) OR

Full day student registration fee of \$500.00 (2nd and subsequent children \$300.00)
Registration Fee must accompany this form unless already paid.

b) Tuition for the 2022-2023 school year in the amount of \$_____ (see chart pg. 1).

c) A tuition discount of 10% will be provided for the second child in your family who is enrolled at Cheyenne Hills Christian School and 20% for each additional child.

2) I understand that I may choose one of four tuition plans.

I, the undersigned, accept payment plan (Please check one plan):

- 1 Payment (June 1)**
- 12 Payments (June 1-May 1)** **10 Payments (June 1-March 1)**

Tuition Payment Agreement:

*Payment plans are for the convenience of parents. In the event of the early withdrawal of a student, **parents are responsible for the entire balance of the year’s tuition.** If we are able to fill the spot with another child, the school will excuse the remaining balance as long as the account is current.

3) I further agree and understand that there is a 5-day grace period for each payment plan. If tuition is received by Cheyenne Hills Christian School after the 5th of each month, there will be a **\$30.00 charge for late payment.** Additionally, any balances carried over from prior months will be assessed a finance charge of 1.5% per month after the 7th of each month. I further understand and agree that there will be a \$35.00 charge for each returned check. I also understand students will not be allowed to

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attend classes when tuition is 30 days overdue. A student’s tuition payments must be current in order for her/him to be permitted to receive progress or semester grade reports.



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- 4) I further understand, acknowledge and agree that Cheyenne Hills Christian School is a school of limited enrollment. By executing this Contract, Cheyenne Hills Christian School agrees to provide a place for my child in his or her respective class, which may deprive another child of the privilege of enrolling at Cheyenne Hills Christian School. Further, in the event that my child withdraws from Cheyenne Hills Christian School, Cheyenne Hills Christian School may be unable to enroll another child to fill my child's place in the classroom. Hence, I agree that all obligations shall be continued, and this Agreement shall not be terminated for any reason other than an absence or withdrawal of my child due to a catastrophic injury or illness to the minor child or to the undersigned.

- 5) Cheyenne Hills Christian School reserves the right, at its sole discretion, to suspend or dismiss the above-named student if the student's presence at Cheyenne Hills Christian School would be detrimental to the student or the school. In such event, parents are responsible for the remainder of the school year's tuition and fees. Cheyenne Hills Christian School reserves the right to dismiss parent's obligation as they see fit.

- 6) My signature on this Contract indicates my understanding of my responsibility and my commitment to pay for a full year's tuition.

I understand that I will receive invoices through my Sandbox Parent Portal account. It is my responsibility to sign in to my parent portal each month to access my invoices and make payments on time. Failure to meet my payment schedule will result in late fees and may ultimately result in dismissal of my child(ren).

Signature of person responsible for tuition payment

Date

Printed Name

Primary Email: _____

Cell Phone: _____

Secondary Email: _____

Mailing Address: _____
City State Zip