

Cheyenne Hills Christian Academy
2023-2024 Tuition, Registration, & Financial Information

Tuition Rate

Payments (Pmt.)	3's & 4's (2 Day Half Day)	3's & 4's (3 Day Half Day)	3's, 4's, & 5's (Full Day)	Elementary
One (1) Pmt. (June 1)	\$2,320	\$3,480	\$5,800	\$5,800
10 Pmts. (June 1-Mar. 1)	\$232	\$348	\$580	\$580
Add on Option: Afternoon for 3's & 4's	\$580	\$870		

Preschool Class Offerings

Class (Age Group)	Days	Times
Three (3)	M/W/F	8:30 am – 12:15 pm
Three (3)	T/Th	8:30 am – 12:15 pm
Four (4)	M/W/F	8:30 am – 12:15 pm
Four (4)	T/Th	8:30 am – 12:15 pm
Four (4) & Five (5)	M-Th & Half Day Friday	8:30 am – 3:30 pm

Elementary Class Offerings

Class (Grade)	Days	Times
Kindergarten	M-Th & Half Day Friday	8:00 am – 3:30 pm (Friday 12:15 pm)
1 st Grade	M-Th & Half Day Friday	8:00 am – 3:30 pm (Friday 12:15 pm)
2 nd Grade	M-Th & Half Day Friday	8:00 am – 3:30 pm (Friday 12:15 pm)
3 rd Grade	M-Th & Half Day Friday	8:00 am – 3:30 pm (Friday 12:15 pm)
4 th Grade	M-Th & Half Day Friday	8:00 am – 3:30 pm (Friday 12:15 pm)

Half Day Preschool Registration Fee:

- Non-refundable (except in case of class closure due to lack of meeting the minimum student enrollment number).
- \$300 for 1st student, \$150 for 2nd and subsequent children

Full Day Preschool & Elementary Registration Fee:

- Non-refundable (except in case of class closure due to lack of meeting the minimum student enrollment number).
- \$500 for 1st student, \$300 for 2nd and subsequent children

Registration Requirements:

- Space will be reserved after enrollment fee is paid in full.
- Re-Enrollment for a new year will be completed after outstanding balances are paid in full.

Tuition Payment Policies:

- Tuition payments are due the 1st of each month. A late fee of \$30 will be charged if payment is 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 of each month.
- 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 will be required to meet with the Director in person to come up with a plan to pay the tuition.

Registration Procedure:

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

1. Complete the online registration form.
2. Complete and submit the CHCA) Registration & Financial Contract.
3. Submit the non-refundable student registration fee.
4. Submit current Immunization records.
5. Submit a copy of the child's birth certificate.
6. Submit a copy of the child's health insurance coverage (not required).
7. Approval by the Director.

Re-enrollment Procedure:

The steps below need to be completed for your child to be re-enrolled. It is imperative that these three steps are followed:

1. Complete and submit the CHCA Registration & Financial Contract.
2. Submit the non-refundable registration fee.
3. Submit a current immunization record.
4. Approval by the Director

The registration fee helps cover materials and reserves a place for your child in the program. Enrollment is on a first come first serve basis. Currently enrolled students who have attended CHCA will receive the highest priority in registering their student followed by church families. After these groups have been served, registration 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 registration & financial contract form is completed and the registration fee, current immunization record and birth certificate are submitted.

NOTE: To re-enroll, a student's account must be current.

Withdrawal Policy:

Withdrawals from CHCA 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. If a child is going to be absent for an extended period, the Director must be notified, and the tuition bill must be kept current.

2023-2024 Registration & Financial Contract

I understand, acknowledge, and agree that Cheyenne Hills Christian Academy (CHCA) is a school of limited enrollment. By registering, CHCA 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, if my child withdraws from CHCA, the school may be unable to enroll another child to fill my child's place in the classroom. If we can fill the spot with another child, the school will excuse the remaining balance if the account is current.

I hereby apply for registering my child _____ in
Print Child's Name

_____ class/grade at CHCA for the 2023-2024 school year from: (check one)

- ☐ Preschool – Sept. 6th, 2023, thru ☐ May 30th, 2024 (T/TH Classes)
Or ☐ May 31st, 2024 (M/W/F Classes)
- ☐ Elementary – Sept. 5th, 2023, thru May 31st, 2024

The terms and conditions of said registration are set forth within this 2023-2024 contract.

Registration & Financial Contract Form (“the Contract”) as follows:

- 1) I agree to pay to CHCA all non-refundable applicable tuition, fees, and charges, including:
- a. Part day student registration 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 2023-2024 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 CHCA and 20% for each additional child.
 - d. A tuition discount of 10% will be provided for Military families.
- 2) I understand that I may choose one of two tuition plans.

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

- ☐ **1 Payment (Due by June 1)**
- ☐ **10 Payments (June 1-March 1) (Due the first of each month)**

Tuition Payment Agreement:

*Payment plans are for the convenience of parents. In the event of an early withdrawal of a student, **parents may be responsible for the entire balance of the year's tuition.** If we can fill the spot with another child, the school will dismiss the remaining balance if the account is current.

1. I further agree and understand that there is a 5-day grace period for each payment plan. If tuition is received by CHCA 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 attend classes when tuition is 30 days overdue. A student's tuition payments must be current for her/him to be permitted to receive progress or semester grade reports.

2. I further understand, acknowledge, and agree that CHCA is a school of limited enrollment. By executing this Contract, CHCA 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 CHCA. Further, if my child withdraws from CHCA, CHCA may be unable to enroll another child to fill my child's place in the classroom. 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.

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

4. 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 ProCare Parent Portal account. It is my responsibility to sign into my parent portal each month to access my invoices and make payments on time. Failure to meet my payment schedule may 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: _____
Street Address City State Zip