



# Cheyenne Hills

Christian Academy

## 2026-2027 Tuition, Registration, & Financial Information

### Tuition Rates & Daily Start and End Times

Payment Plans 1, 2, or 10 Payments	Preschool Toddler Classes (2 Days) (T/TH) 8:30am–1:00pm	Preschool Toddler Classes (3 Days Day) (M/W/F) 8:30am–1:00pm	Preschool 3 yr old Classes & 4 yr old Classes (2 Days) (T/Th) 8:30am–1:00pm	Preschool 3 yr old Classes & 4 yr old Classes (3 Days) (M/W/F) 8:30am–1:00pm	Preschool Jr. Kindergarten (5 Days a week) 8:30am–3:30pm (M-Th) 8:30am–1:00pm (Friday)	Elementary School (K-5 <sup>th</sup> ) 8:00am–3:30pm (M-Th) 8:00am–1:00pm (Friday)	Middle School (6 <sup>th</sup> -7 <sup>th</sup> ) 8:00am–3:30pm (M-Th) 8:00am–1:00pm (Friday)
	Amount	Amount	Amount	Amount	Amount	Amount	Amount
<b>One Payment</b> Due Aug. 5th	\$3,000/yr.	\$4,500/yr.	\$2,900/yr.	\$4,000/yr.	\$6,800/yr.	\$6,900/yr.	\$7,200/yr.
<b>2 Payments</b> Due Aug 5th & Jan 5th	\$1,500/sem.	\$2,250/sem.	\$1,450/sem.	\$2,000/sem.	\$3,400/sem.	\$3,450/sem.	\$3,600/sem.
<b>10 Payments</b> Paid monthly Aug.- May	\$300/mo.	\$450/mo.	\$290/mo.	\$400/mo.	\$680/mo.	\$690/mo.	\$720/mo.
<b>Afternoon Add-on:</b> 1pm-3:30pm M-Th only Toddlers 3's/4's	\$1,000 Additional per yr.	\$1,000 Additional per yr.	\$1,000 Additional per yr.	\$1,000 Additional per yr.	N/A	N/A	N/A

#### Registration Fee:

- **Registration Fees are non-refundable** (except in case of class closure due to lack of minimum student enrollment) Payment is due at the time of registration.
- Toddler Room: \$100
- Preschool Half-day: \$300
- Preschool Full-day: \$500
- Elementary School and Middle School: \$500
- Sibling discount: Second and subsequent children receive \$100 discount on registration fees except for the Toddler Room registration which will be discounted to \$50.

#### Church Membership Discount:

- Parents who are active members of Cheyenne Hills Church (those that attend services and volunteer to serve in the ministries of the church) will be eligible to receive a registration fee waiver for each child enrolled at CHCA.

**Technology Fees: (1<sup>st</sup> Grade – 7<sup>th</sup> Grade only)**

- Includes an iPad, accessories, and technology maintenance and management. An iPad will be purchased for the student and kept exclusively at the school during the student's enrollment. Upon graduating or withdrawing from our program, the student will be given the iPad if all fees are paid in full.
- \$500 fee covers one time purchase of iPad and accessories plus one year of technology management expenses.
- The second year and all subsequent years that the iPad is maintained at CHCA will require payment of a \$120 technology maintenance and management fee. (Fees subject to change annually.)

**Tuition Payment Policies:**

- Invoices are posted on the 1<sup>st</sup> of the month and payment is due by the 5<sup>th</sup> of each month. A late fee of \$30 will be charged if payment is received after the 5<sup>th</sup> of each month. Additionally, any balances carried over from prior months will be assessed a finance charge of 1.5% per month after the 7<sup>th</sup> 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 Requirements:**

- Space will be reserved after registration fee is paid in full.
- Registration or re-enrollment is required for each student, each school year.
- Re-enrollment for a new year will be completed after outstanding balances are paid in full.

**Registration Procedure:**

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

1. Complete the online registration form.
2. Submit completed Registration & Financial Contract.
3. Submit the non-refundable student registration fee.
4. Submit current immunization records or WY Department of Health vaccine waiver.
5. Submit a copy of the child's birth certificate.
6. Approval by the Director.

The registration fee is applied towards student materials and reserves a place for your child in the program. Enrollment is on a first come, first served basis. Enrollment is initially opened to those students that are currently enrolled at CHCA and their siblings as well as Cheyenne Hills Church families. One week later, registration will be opened to the public. A waiting list will be kept during the school year of children wishing to enter the program. Openings will be filled in the order the names are placed on the list. A child will be considered enrolled at CHCA once the registration requirements (listed above) have been completed.

**Withdrawal Policy:**

Withdrawal 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.

## 2026-2027 Registration & Financial Contract

I hereby apply to register my child \_\_\_\_\_ in  
Print Child's Name

\_\_\_\_\_ class/grade at CHCA for the 2026-2027 school year from: (check one)

Preschool & Toddler – Sept. 1<sup>st</sup>, 2026 thru  Thursday May 26<sup>th</sup>, 2027 (T/TH Classes)  
Or  Friday May 27<sup>th</sup>, 2027 (M/W/F & Jr. Kinder Classes)

Elementary School & Middle School – Sept. 1<sup>st</sup>, 2026 thru May 27<sup>th</sup>, 2027

The terms and conditions of said registration are set forth within this 2026-2027 contract with Cheyenne Hills Christian Academy (CHCA).

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

1) I agree to pay CHCA all registration, tuition and additional fees, including:

- a. Registration Fee: **Preschool:**  Toddler Room \$100  
 Part-day student \$300  
 Full-day students \$500

**Elementary School and Middle School: \$500**

Sibling Discount: 2<sup>nd</sup> and subsequent children receive \$100 discount on registration fee except the Toddler Room registration fee which will be discounted to \$50.

\*Registration fee must accompany this form unless already paid.

- b. Technology Fee: **For students in the 1<sup>st</sup> Grade through 7<sup>th</sup> Grade**  
 **Technology Package Fee \$500** (iPad and accessories)  
Or  **Technology Maintenance Fee \$120**, whichever is applicable

- c. Tuition for the 2026-2027 school year in the amount of \$\_\_\_\_\_ (see pg. 1)  
 Sibling Discount: 2<sup>nd</sup> and subsequent children receive 10% discount on tuition.

2) I understand that I may choose one of the following payment plans.

I, the undersigned, agree to pay according to the following payment plan (Please check one plan):

**1 Payment (Due by August 5<sup>th</sup>)**       **2 Payment (Due by August 5<sup>th</sup> & Jan. 5<sup>th</sup>)**

**10 Payments (Billed Monthly, August - May) (Due by the fifth 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. Exceptions will be considered on an individual basis at the discretion of the Executive Director.

1. I further agree and understand that there is a 5-day payment period for each payment plan. If tuition is received by CHCA after the 5<sup>th</sup> 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 7<sup>th</sup> 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 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 account. It is my responsibility to sign into my Procare account 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) from CHCA.*

\_\_\_\_\_  
Signature of person responsible for tuition payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Primary Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip