



## City Tree Christian School Continuous Enrollment Policy

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City Tree Christian School [CTCS] has adopted a ***Continuous Enrollment (CE)*** system whereby students will be continuously enrolled at CTCS until completion of 8<sup>th</sup> grade, or until the CTCS withdrawal process is completed. We are thankful that families often choose to remain at CTCS from year to year, so CTCS offers a simple, seamless process for parents to keep their children enrolled continuously with CTCS.

Each January, CTCS publishes the following school year's tuition rates and the annual registration fee amount. By signing the CE Contract, families agree to pay the annual tuition rate and registration fee each year until graduation or the appropriate withdrawal paperwork is completed. Tuition and registration are subject to change annually.

The following is CTCS's Continuous Enrollment policy

### **General Terms**

1. Parent/Legal Guardian agrees to comply with the policies and procedures as outlined in the Parent Handbook, Online Enrollment Process, and Back-to-School Parent Folder including, but not limited to, the Tuition and Billing Policy, Consent for Use of Photos, Parent Responsibility Agreement, Special Events Permission and Tuition Payment Agreement.
2. As a family maintains their continuous enrollment, each student's information (i.e. address, phone, e-mail, emergency contacts, and medical information) is continuous from grade to grade in our student information system, FACTS. Families must keep the student information up to date in FACTS. CTCS will help maintain the records by reminding parents to provide updated information, as necessary, but each Parent/Legal Guardian is ultimately responsible for the completeness and accuracy of this information.
3. CTCS administration reserves the right to ask a family to withdraw from the school, if, in the opinion of the Administration, the family is unable to support the policies and practices of the school.
4. CTCS administration reserves the right to suspend or dismiss any student at any time for reasons determined by CTCS administration.
5. CTCS may discontinue this CE system at any time and may require families to sign a new enrollment contract as a condition or continued enrollment.
6. CE is not available for short-term International students. They follow a separate admissions process.
7. CTCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of

race, color or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other school-administered programs.

### **Tuition and Billing**

- Parent/Legal Guardians agree to pay one registration fee per child annually. The registration fee will be billed to each account in February.
- The annual registration fee is non-refundable after March 10. The final date of the non-refundable registration fee will be adjusted slightly from year to year to account for holidays and weekends.
- Tuition rates, Extended Care fees, Registration rates, Additional Hours of Care fees, Late Pick-up fees, and Discounts are reviewed/revised annually and published in January each year.
- CTCS recognizes that family plans change. For the following circumstances, families withdrawing after March 10 will be eligible for a registration fee refund:
  - Educational needs for the student that can no longer be met CTCS as determined by CTCS Administration;
  - Withdrawal at the request of CTCS;
  - Relocation due to military orders. (Orders must be provided to CTCS.)
- All accounts must be current at the end of each quarter. K-8<sup>th</sup> grade report cards will be held if accounts are not current. CTCS Administration reserves the right to refuse attendance to students with unpaid accounts.

### **Withdrawal Process**

- **Before March 10 (for upcoming school year):**  
Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal forms are available in the school office.
- **Between March 11 and July 31 (for upcoming school year):**  
Parents/Legal Guardians who wish to withdraw their students for the following school year must complete the Withdrawal Form. Withdrawal forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.
- **On or after August 1<sup>st</sup> (Mid-year withdrawals):**  
CTCS requires at least 4 week written notice be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. Withdrawal Forms are available in the school office. The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 withdrawal fee will be added to the amount due. Withdrawal fee is subject to change. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.