



CONCORD

CHRISTIAN SCHOOL

CONTINUOUS ENROLLMENT INFORMATION SHEET

WHAT IS CONTINUOUS ENROLLMENT?

At Concord Christian School we know the impact in a sustained, long-term relationship with families in the education of their children. A continuous transition from Preschool through High School provides a consistent, comprehensive advancement through academic coursework. To enhance this transition, Concord Christian School is pleased to announce the new enrollment management called Continuous Enrollment. From the first accepted application, your child will be enrolled at Concord throughout their education to graduation unless the parent notifies the school, in writing otherwise.

WHY IS CONTINUOUS ENROLLMENT THE RIGHT CHOICE FOR CONCORD?

Until last year, re-enrollment has been an annual re-commitment process. Each February we asked every family, "Are you returning?" In a way, we've been inconveniencing the vast majority of families by requiring the completion of this lengthy process every year. Last year, for instance, we retained 93% of our student body. So EVERYONE had to go through re-enrollment for the sake of the 7% that, for one reason or another, left our school community.

We want to reward your loyalty by making enrollment easier. By signing your Continuous Enrollment Agreement, you will be flipping that script. Rather than an annual Opt In process, CCS's annual re-enrollment will become an Opt Out process. In other words, if you're coming back after signing your "Continuous Enrollment Agreement," you'll never have to worry about this again.

CONTINUOUS ENROLLMENT

Your electronic signature on the 2017–2018 Concord reenrollment packet was confirmation that you understand the Continuous Enrollment Agreement (CEA). This agreement applied to the 2017 – 2018 academic year and will be renewed automatically until your student has graduated from Concord. This agreement will be active unless and until it is terminated by Concord Christian School or completion of the withdrawal procedures by the family as outlined below.

The family maintains each student's information in RenWeb (i.e. address, phone, email, emergency contacts and medical information) on a continual, as needed basis. Concord will help to maintain the database by reminding parents to update their demographic information through RenWeb.

At the beginning of the Second Semester, CCS will publish the following school year's tuition rates, the annual continuous enrollment fee, and information regarding tuition assistance.

CONTINUOUS ENROLLMENT FEE

February 2017 was the last reenrollment application and separate registration fee returning students will submit. Instead there will be a continuous enrollment fee of \$300 which will be built into the tuition costs for the following academic year. **If you are not going to attend Concord Christian School the following school year, you must submit a Future Withdrawal Form prior to January 31st.** If you withdraw prior to January 31st, the paid Continuous Enrollment Fee will be credited toward your March tuition payment. For withdrawals received after January 31, payments of the Continuous Enrollment Fee will be forfeited.

TUITION PAYMENT SCHEDULE

Tuition is updated annually on the school website. The follow plans for payment are available:

Monthly tuition paid in 12 equal installments, June – May, payable on the :

1st of the month

15th of the month

Semiannual tuition paid in 2 equal installments, June and January payable on the:

1st of the month

15th of the month

Annual tuition, payable on:

1st of the month

15th of the month

Once the online FACTS agreement is set up, the agreement will be the same each year unless written notice to change the payment plan option is provided to the Business Manager two weeks prior to the change.

WITHDRAWAL POLICIES

- Withdrawal Form—To withdraw your child at any time for the current school year, please utilize the Withdrawal Form.
- Future Withdrawal Form—To withdraw from the following school year.

Both forms are available from Concord's Business Manager. If you withdraw your child after your first tuition draft but before the first day of school, tuition payments will be refunded. If you withdraw your child or your child is expelled once the school year begins, you will be responsible for the full facility fee plus the prorated tuition for the number of months the student was enrolled, including the a two week notice period.

CONTINUOUS ENROLLMENT AGREEMENT TERMS

- We agree that the term of my student's continuous enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the Future Withdrawal Form is completed.
- We understand that the continuous enrollment fee will be incorporated into the monthly tuition payment plan.
- We agree to keep our student's demographic information updated in RenWeb.
- We agree to maintain a current FACTS agreement with terms as specified above and that any changes to those terms must be communicated in writing to the Business Manager.
- We agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.
- We agree to fulfill all financial obligation promptly.

The Continuous Enrollment Agreement will be signed through Online Application for new families and Online Reenrollment for returning Concord Families.