



COVENANT

CHRISTIAN ACADEMY

Continuous Enrollment Opt Out or Student Withdrawal Form

Parents must submit this form to Covenant’s Business Office in order to **Opt Out of Continuous Enrollment (CE)** for the following year or to **Withdraw A Student From Covenant**. Families who opt a student out of CE on or after March 1st will be responsible for the \$200 CE fee. Families who opt a student out of CE after June 1st or withdraw a student after July 1st will also be responsible for an amount of additional tuition. Please note that pre-paid tuition is not refunded. (See Section 9.1 to 9.6 of Parent-Student Handbook).

If after opting out of CE you decide you would like to re-enroll a student, please contact our Admissions Director to see if space is available and to complete the necessary re-enrollment steps.

Parent’s Name (please print): _____ **Date:** _____

Please list name and grade of students you are opting out of CE or withdrawing from Covenant:

_____ Opt Out of CE OR Withdrawal Declaration:
Student Name and Grade (Must Circle One of the Above Options)

If withdrawing, we desire student’s last day to be: _____

_____ Opt Out of CE OR Withdrawal Declaration:
Student Name and Grade (Must Circle One of the Above Options)

If withdrawing, we desire student’s last day to be: _____

_____ Opt Out of CE OR Withdrawal Declaration:
Student Name and Grade (Must Circle One of the Above Options)

If withdrawing, we desire student’s last day to be: _____

Parent Signature _____ Date _____

A CE Opt Out or Withdrawal Declaration will be considered effective upon submission of a completed and signed form to the Business Office (by email, fax, or paper). Opt out forms must be received before March 1st in order to avoid needing to pay the CE fee. Forms may be emailed to Carolyn.Haas@DiscoverCovenant.com, or delivered to Covenant Christian Academy, Attn: Business Office, 1982 Locust Lane, Harrisburg, PA 17109. Please contact our Office Manager with any questions at the above email address or at 717. 540. 9885 ext. 231.



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Optional Questions

Your answers to the following optional questions can help us to more fully understand your decision and to better serve your family during your student's transition from Covenant.

If opting out of CE, are you sure of your decision to not re-enroll? Or are you opting out to have more time to make your re-enrollment decision?

Please describe your main reason for opting out or withdrawing:

What, if anything, would cause you to re-enroll your student(s)?

What can Covenant do to serve you well at this time?

FINANCIAL AND RE-ENROLLMENT POLICIES

9.1 TUITION POLICY

Covenant uses FACTS Tuition Management to receive tuition payments from families. Every family is required to sign up for a tuition payment plan through FACTS by a deadline in June of each year (or within one week after accepting an offer of admission if admitted after the June deadline). Please consult your FACTS account to view payment policies and procedures. All tuition and fee payments should be submitted through FACTS rather than to the school office. **Tuition fees (including all prepaid amounts) received by Covenant are nonrefundable and not transferrable to another student or institution**, regardless of the circumstances. Late fees and insufficient fund fees will be assessed by FACTS.

Pre-Paid Tuition

- Families who pre-pay their yearly tuition in full may receive a percentage discount in such amount and pursuant to such terms and conditions as may be established by Covenant's board from time to time.
- If, for any reason, a student disenrolls before the end of the school year, the balance of their prepaid tuition will be deemed a charitable gift to Covenant.

Biannual Payment Plan

- If a student disenrolls before the date the second tuition payment becomes due, the second tuition payment will not be required.
- If, for any reason, a student disenrolls before the end of the school year, the balance of their prepaid tuition will be deemed a charitable gift to Covenant.

Monthly Payment Plan

- If a student disenrolls for any reason after August 1st of each school year, tuition will be required through and including the month of withdrawal, plus an additional two months. See 9.5 for more details.

9.2 CALCULATING TUITION FOR PARTIAL YEARS

In cases where a student enrolls upfront for part of the year (i.e., where the intent to enroll for a partial year is disclosed in advance to Covenant), or a student enrolls after the start of the school year, tuition owed will be prorated in the following manner:

- The full year tuition will be multiplied by a fraction, the numerator of which is the total number of weeks the student will be enrolled and the denominator of which is the total number of weeks in the school year.
- For purposes of the foregoing,
 - i. the school year is the total number of weeks that school is in session,
 - ii. each calendar week that a student is enrolled will be deemed one week even if the student is only enrolled for part of the week, and
 - iii. each calendar week that school is in session will be deemed one week even if school is only in session for part of that week.

If a family chooses to pre-pay tuition for a partial school year, they may be eligible to receive the annual pre-paid discount, subject to such terms and conditions that Covenant's board may establish from time to time.

9.3 OUTSTANDING TUITION

- Families are urged to contact Covenant's business office as soon as it becomes evident they will not be able to make a payment so that an emergency plan can be made.
- All payments received from families who are not current with their tuition payments will be applied by Covenant, first, to late fees and penalties, second, to tuition and any other amounts in arrears, and, third, to tuition, registration fees, and other amounts then payable. All amounts in arrears must be paid in full before a family may enroll or register any of their children for a following school year or apply for financial aid for a following school year. Covenant will not reserve places for a family's children in Covenant's classes for a following school year so long as the family is not current with respect to tuition and all other amounts payable.
- Students with an outstanding tuition balance remaining unpaid for more than 30 days past the due date may be subject to expulsion.

If a family is not current with respect to tuition and all other amounts payable due Covenant, Covenant will not release any records or student files with respect to that family's children until such amounts due has been paid.

For further detail on Covenant's tuition policy, please see *Board Policy 8.4*.

9.4 CONTINUOUS ENROLLMENT

Covenant's Continuous Enrollment Program enables all eligible students to be automatically re-enrolled on March 1st of each year. Families are billed a \$200 non-refundable re-enrollment fee (per family). As a convenience exclusive to families on monthly payment plans, this fee will be divided into three equal installments and added to the April, May, and June tuition payments. (Please note that families are responsible for the entire fee as of March 1st of each year). Families who pre-pay their entire tuition, or who pay bi-annually, will be invoiced in March for this re-enrollment fee.

Covenant families have through the last day of February each year to opt out of Continuous Enrollment. To opt out of Continuous Enrollment, families must complete an Opt Out form (available on the FACTS SIS Family Portal) and turn it into the business office before March 1st. Families who opt out of Continuous Enrollment before March 1st will not be charged the Continuous Enrollment fee (unless they have other students remaining at Covenant).

Please note that by opting out of Continuous Enrollment your student's spot in the class will be opened up to prospective students, and your child will no longer be guaranteed a spot for the following school year. You may still re-enroll at a later date – so long as space is available – with a re-enrollment fee of \$250 (unless a family fee has already been paid).

The administration reserves the right to remove families from Continuous Enrollment if it is determined that more time is needed to evaluate the strength of academic, behavioral, or parent-partnership fit with the school. Tuition payments must also be current and up to date

for a family to participate in Continuous Enrollment or to be eligible to receive financial aid for the following school year. Families behind on their tuition in the last two weeks of February will be notified that they are ineligible for Continuous Enrollment unless they become current on their tuition. A family that is removed from Continuous Enrollment may re-enroll, if space is available, by paying the standard \$250 enrollment fee (per family) after tuition has been caught up. If you have a situation that you would like to discuss, please contact the business office immediately.

Parent agreements that have been signed during your initial enrollment (or most recent re-enrollment) will remain in effect until your child(ren)'s graduation (or withdrawal) from Covenant. The school will communicate directly with parents if any changes are made to parent partnership agreements in subsequent years. At least one parent from each family is required to affirm Covenant's Statement of Faith each year.

Students in grades 3-12 will renew and sign the Student Code of Conduct agreement during the first week of school each year. If at any point you need to update demographic, transportation, emergency, or medical information, etc., please do so by contacting Covenant's Office Manager.

9.5 TUITION RESPONSIBILITIES FOR OPTING OUT OF CONTINUOUS ENROLLMENT OR WITHDRAWING A STUDENT

On March 1st, for every student who has not been opted out of Continuous Enrollment, Covenant closes that class spot for prospective students and begins making commitments for the following year regarding curriculum, hiring faculty and support staff, etc. For these reasons, Covenant has instituted tuition responsibilities for families who withdraw a student on or after June 1st of each year. These responsibilities are outlined below:

- If a family submits an Opt Out form **prior to March 1st**, they will not owe the \$200 Continuous Enrollment Fee (unless they have other students remaining in CE), and they will not be responsible for any tuition payments for the following year for that student.
- If a family submits an Opt Out form between **March 1st and May 31st**, they will owe the \$200 Continuous Enrollment Fee, but they will not be responsible for any additional tuition for the following year.
- If a family submits an Opt Out form **during the month of June**, they will be responsible for 1 month of tuition (July payment).
- If a family submits an Opt Out form **during the month of July**, they will be responsible for two months of tuition (July and August).
- If a family submits an Opt Out or Student Withdrawal form on or after August 1st, they will be responsible for all past and current months tuition, plus two additional months of tuition payments. (e.g., a family who submits a student withdrawal form on October 3rd would be responsible to have made all tuition payments from July through October, plus an additional payment equal to November and December).

9.6 OPT OUT AND STUDENT WITHDRAWAL PROCEDURES

To opt out a student from Continuous Enrollment or to Withdraw a student from Covenant, please complete the following procedures:

- Download the “Continuous Enrollment Opt Out and Student Withdrawal Form” from FACTS SIS Family Portal (formerly ParentsWeb).
- Submit a completed form to the business office. Please note, students are not considered opted out or withdrawn until this form is submitted.
- Families must Opt Out students before March 1st in order to avoid being responsible for the Continuous Enrollment Fee.