

Continuous Enrollment – Frequently Asked Questions

What is continuous enrollment?

Continuous enrollment means your child's enrollment automatically carries over from one academic year to the next. Families do not need to complete re-enrollment forms each year unless they plan to withdraw.

Why is the school moving to continuous enrollment?

This model simplifies processes for families and reduces annual paperwork. It also allows the school to plan staffing, classroom placement, and resources more responsibly, supporting excellence in academics and faith formation.

Does this mean I am locked in forever?

No. Families may withdraw their child at any time by submitting written notice. However, to avoid financial responsibility for the upcoming school year, notice must be provided by **March 1st**.

What happens if I miss the withdrawal deadline?

If written notice is not received by the deadline, families are financially responsible for tuition and fees for the upcoming school year. This policy supports responsible planning for staffing and resources.

Will tuition rates stay the same each year?

Tuition and fees are reviewed annually and may change. Families will always be notified of updated tuition rates in advance of the new school year.

What if my financial situation changes?

We understand that circumstances can change. Families are encouraged to communicate with the school as early as possible so we can discuss available options and provide guidance when appropriate.

Can the school end a student's enrollment?

Yes. The school reserves the right to suspend or terminate enrollment for reasons such as nonpayment, failure to follow school policies, or concerns related to academic progress, behavior, or attendance. These decisions are made thoughtfully and prayerfully, with the well-being of the student and school community in mind.

How does continuous enrollment benefit students?

Continuous enrollment promotes stability, consistent relationships, and thoughtful long-term planning, all of which support a nurturing, Christ-centered learning environment where students can thrive.

Who can I contact with questions?

Please contact the school office with any questions or concerns. We are always happy to assist.

Additional Questions

Is there a penalty if I break the Continuous Enrollment Contract?

Yes. If the contract is breached by withdrawing student(s) after the withdrawal deadline, families are contractually obligated to pay based on the scale below.

Date of Withdrawal	Families Shall Pay
Between March 1 and June 15	10% of the total yearly tuition
Between June 16 and Aug 15	20% of the total yearly tuition
Between August 16 and Nov 15	40% of the total yearly tuition
Between Nov 16 and 1st day of 2nd semester	75% of the total yearly tuition
During the second semester	100% of the total yearly tuition

When do we sign the Continuous Enrollment Contract?

Families sign the Continuous Enrollment Contract once accepted to the school. The Office will provide the contract for review. Parents or guardians simply need to sign, date, and submit the agreement — *set it and forget it*.

What is the Annual Resource Fee?

The Annual Resource Fee (previously called the enrollment fee) confirms your student's attendance for the upcoming academic year, secures their place, and covers textbooks and other essential instructional resources.

What should I do if my student is not returning next year?

While we desire to maintain our partnership with every family, we understand plans can change. Please contact the Admissions Office and submit the **Intent to Withdraw Form** by **March 1**.

What is my financial obligation if we withdraw?

- Families who submit an Intent to Withdraw Form by **March 1** have no financial obligation for the upcoming year.
- After **March 1**, the Annual Commitment Fee is non-refundable.
- For withdrawals after March 1, financial responsibility is determined based on timing and qualifying circumstances.

Qualifying events may include:

- Death of a parent or guardian providing financial support
 - Unemployment lasting more than 60 days
 - Relocation more than 30 miles from campus
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How can we appeal the financial obligation?

Families may submit a written request to the Head of School. The Head of School will prayerfully review appeals based on qualifying events. Families will be notified of the decision within seven days of submission.

What if we opt out and later want to return?

Families who opt out and later decide to return must submit a new enrollment packet and pay new enrollment fees. Placement is subject to availability; waitlists may apply.