



CONTINUOUS ENROLLMENT

Student Name: _____ **Grade:** _____

WHAT IS CONTINUOUS ENROLLMENT? At HCA, we recognize the value in a sustained, long-term partnership with families in the education of their children. A seamless transition through school provides a consistent, thorough progression through academic coursework. Because of this philosophy, HCA is pleased to offer a concept in enrollment management called Continuous Enrollment. From the time of admission, your child will be considered enrolled at HCA through their 8th grade graduation or until the enrollment of the student is otherwise ended by the parent or the school.

CONTINUOUS ENROLLMENT AGREEMENT. Please take time to review the Continuous Enrollment Agreement (CEA), as your signatures will confirm your understanding that your student(s) will be continually enrolled by HCA according to the terms of the CEA. This contract begins with the current 2025-2026 school year and will automatically renew for each successive academic year until your student has graduated from HCA or until the enrollment of the student is otherwise ended by you or the school. The contract will be in force unless and until you or HCA terminates it and the withdrawal procedures are completed. The terms and conditions set forth in the Continuous Enrollment Agreement (CEA) will control in the event of a conflict. Please review the CEA, and if you have any questions, please contact the school office at 989-742-4487.

As a family maintains their continuous enrollment, each student's information (i.e. address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in Hillman. HCA will maintain the database by reminding parents to send updates to the school office at 989-742-4487 at any point that your information changes.

By February, the HCA **Tuition and Fee** information is released and available in the form of our **Financial Contract** and can then be found at our office. The Financial Contract will need to be filled out completely, one per child, each year and must be received by March 14th or the last school day prior to this deadline.

NON-REFUNDABLE RE-ENROLLMENT FEE - For the current academic year 2025-2026, the Continuous Enrollment Agreement takes effect and you will automatically be charged the non-refundable Re-Enrollment Fee of \$150 on March 15th of the year for the upcoming school year. For subsequent years, the fees will automatically process on March 15th.

TUITION PAYMENT SCHEDULE - Your HCA Financial Contract will need to be renewed each school year during the Re-Enrollment period and received by March 14th. If you have any questions or ever need to update your payment information, please contact the administrator at HillmanChristianAcademy@gmail.com or call 989-742-4487.

MONTHLY PAYMENTS - Options are twelve months (June-May) or ten months (August-May) and are automatically withdrawn through Stripe on the 1st of each month.

SEMESTER PAYMENTS - Half tuition is due August 1st and the remaining half is due January 1st. Both payments are automatically withdrawn through Stripe.

ANNUAL PAYMENTS - Due August 1st.

WITHDRAWAL POLICIES - For the academic school year 2022-2023 and beyond, in other words, to withdraw your child for the following (or upcoming) school year, you must notify the school office in writing prior to the March 14th deadline and the Withdrawal Form must also be filled out by the **DEADLINE** of March 14th by midnight or the last school day before this date if it falls on a weekend or holiday. If you are withdrawing for the upcoming school year and you withdraw by the deadline of March 14 **and** you remain enrolled for the current year through May, there is no withdrawal fee due. However, you do still need to complete the Withdrawal Form. In the event of withdrawal for any reason, all accounts **MUST BE CURRENT** before report cards, transcripts, test results, and other official records are released. If your account has any balance, outstanding fees, missing textbooks or uniforms, etc., then we would need these balances paid in full and/or items returned to the school before records could be released.

On March 15th, for all currently enrolled students as of that date, these accounts will be charged the non-refundable \$150 Re-Enrollment Fee, and the money will be withdrawn from each family's HCA account. If you fail to withdraw for the following (or upcoming) school year prior to the March 14th deadline, your account will be charged the non-refundable Re-Enrollment Fee on the 15th and you will then be responsible for the completion of the Withdrawal Form, along with the non-refundable \$350 Withdrawal Fee (payable in cash only) upon notifying the school office in writing of your withdrawal.

To reiterate, to avoid paying the non-refundable Withdrawal Fee, you must withdraw for the following (or upcoming) school year on or before February 14th.

HCA CONTINUOUS ENROLLMENT FAQ

OVERARCHING OBJECTIVE: Continuous Enrollment is being implemented to promote efficiency and peace of mind to the 90+% of families who re-enroll each year. It does NOT prohibit anyone from withdrawing at any time. The withdrawal process is still the same. This is simply an easier and more efficient process for our families.

Below are responses to frequently asked questions regarding Continuous Enrollment (CE). The terms and conditions set forth in the Continuous Enrollment Agreement (CEA) will control in the event of a conflict. Please review the CEA, and if you have any questions, please contact the school office at HillmanChristianAcademy@gmail.com

WHAT IS CONTINUOUS ENROLLMENT: Generally, Continuous Enrollment simply means that once you "Agree" to the Continuous Enrollment Agreement (CEA), you are enrolling from the date of submission until your child graduates or until the enrollment of the student is otherwise ended by you or the school.

WHY DOES ENROLLMENT MATTER AND WHY DO WE GO THROUGH THIS EVERY YEAR? HCA Administration engages in significant planning and hiring to ensure that we are prepared to fulfill our mission every year. Without a predictable account of enrollment and re-enrollment, it is very difficult to make firm plans for staffing, programs, materials, curriculum, and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously, and enrollment is an influential variable which must be considered.

I HAVE NO PLANS TO CHANGE SCHOOLS FOR MY CHILD, AND ALMOST EVERYONE COMES BACK YEAR AFTER YEAR. CAN I JUST KEEP THEM AT HCA UNTIL I NOTIFY THE SCHOOL OTHERWISE? Yes! With Continuous

Enrollment, rather than an "opt-in" annual re-enrollment process, HCA's annual re-enrollment will be an "opt-out" process. In other words, if your child or student will return after signing your Continuous Enrollment Agreement, the Continuous Enrollment arrangement will apply year after year until your child graduates or until the enrollment of your child is ended by you or the school.

WHAT DO I GET OUT OF THIS? Through the Continuous Enrollment, HCA seeks to promote efficiency in the re-enrollment process and to better ensure predictability in placement. There may be some annual forms and paperwork, but the continuous enrollment process is designed to eliminate most of the paperwork. With increasing enrollment, we are typically at or near waitlists in many grades. Those who opt into Continuous Enrollment increase the likelihood of not being placed on a wait list because they will avoid the possibility of missing the re-enrollment deadline.

WILL I SEE CHANGES TO THE RE-ENROLLMENT PROCESS NOW? Yes, there are no re-enrollment packets to fill out! HCA will provide a Continuous Enrollment Agreement (CEA) via email and hard copy for current parents/guardians to review and accept for **EACH** returning student.

AFTER THIS YEAR, WHAT WILL THE PROCESS LOOK LIKE? Families will receive an email communication each year reminding them that if they are leaving HCA for any reason for the following (or upcoming) school year, they must notify the school office in writing by March 14th or the last school day prior to this deadline to release them from their Continuous Enrollment Agreement and the withdrawal fee. We will still need the Student Withdrawal Form completed.

IF I HAVE A STUDENT THAT WILL BE A SENIOR FOR THE FOLLOWING SCHOOL YEAR, DO I STILL FILL OUT A CEA? Yes, you will still be requested to read and sign on the Continuous Enrollment Agreement for each student. The contract will be in place from the date of submission until your child graduates or until the enrollment of the student is otherwise ended by you or the school.

WHAT ABOUT ANNUAL PERMISSION AND POLICY FORMS? There may be some annual forms and paperwork for certain activities, but the Continuous Enrollment process is designed to eliminate most of the paperwork for enrollment matters. If there are any changes or updates, you will be notified.

WHAT IF I HAVE MORE THAN ONE STUDENT THAT ATTENDS HCA? You will be requested to read and sign a separate Continuous Enrollment Agreement form for **EACH** student that will be returning to HCA.

I'M PLANNING TO KEEP MY CHILD AT HCA UNTIL HIGH SCHOOL GRADUATION, BUT WHAT IF OUR CIRCUMSTANCES CHANGE AND WE NEED TO WITHDRAW DURING A SCHOOL YEAR? You will still notify the school office in writing in the unfortunate situation that you need to withdraw, complete the Withdrawal Form, and pay the non-refundable \$350 Withdrawal Fee in cash. Please see the Continuous Enrollment Agreement for terms and conditions.

WHEN DO I UPDATE MY FAMILY INFORMATION AT HCA OFFICE? Please send any updates to the school office at HillmanChristianAcademy@gmail.com soon as possible throughout the school year and certainly at the start of the school year. When there is a change in family or personal information (i.e. address, phone, email, emergency contacts and medical information), please email your changes so they can be updated.

WHAT IF I NEED TO MAKE CHANGES TO MY HCA FINANCIAL ACCOUNT? The process will remain the same for any changes to your financial account. Please continue to contact Administration for any assistance at HillmanChristianAcademy@gmail.com.

Initials: _____