



Re-Enrollment Form
2021-2022

Fill out both sides of this form and attach the \$250 per student re-enrollment fee. The form and the fee must be turned in together in order to secure your child's spot for the 2021-2022 school year. After February 3, the re-enrollment fee will increase to \$450 per student.

Our family will be returning to CHCA for the 2021-2022 school year.

Our family will not be returning to CHCA for the 2021-2022 school year.

Table with 2 columns: Student(s), 2021-2022 Grade(s). Multiple rows for student information.

In this commitment between Cottage Hill Christian Academy and Names of Parents/Guardians

We understand and agree that for the duration of time our student is involved at CHCA:

- 1. It is a privilege to attend Cottage Hill Christian Academy; therefore, we will uphold the school through our prayers and positive attitude...
2. To wholeheartedly support the spiritual teaching of the school...
3. To uphold the school's standards of conduct and discipline...
4. That our child(ren) will show respect to the teachers, administration, and staff...
5. We understand that we will be financially responsible for injury to any person, or damage to the property of others...
6. To provide, at time of admission, any and all information that will assist the school faculty and staff...
7. We also understand and agree that we will honor our financial obligations.

Father/Guardian Signature

Mother/Guardian Signature

Date

Date

Carefully review the attached Family Profile Sheet. Make any necessary changes in mailing address, email address, phone numbers, or contacts. Return your corrected family profile sheet along with this re-enrollment form.

- No changes needed
Changes needed and attached

FILL OUT BOTH SIDES



Financial Contract 2021-2022

Required Fees

	Re-enrollment Fee <i>If paid by February 3</i>	Re-enrollment Fee <i>If paid after February 3</i>	Activity Fee <i>Due June 1</i>
K2-K5	\$250	\$450	n/a
Grades 1-6	\$250	\$450	\$100
Grades 7-12	\$250	\$450	\$125
Grade 12			\$175 – Senior Fee

Withdrawal Policy

Tuition is the primary source of income for Cottage Hill Christian Academy. Cottage Hill Christian Academy assumes that once a child is enrolled, he or she will attend the entire school year, unless a prior exception has been made. Families who withdraw after July 1 are responsible for the balance of the annual tuition. Upon withdrawal, all balances must be paid in full.

Tuition Payments

Each year the school committee determines the amount of tuition to be charged based on the proposed budget for the next fiscal year. Responsible parties are obligated to pay the fees and tuition for the full academic year and will be responsible for payment of any remaining balance upon withdrawal or expulsion. **No portion of any fees or tuition will be refunded.**

Tuition Payment Plan Options

- Annual Payment: A single annual payment due on July 1. If paid by July 1, a 2% discount will be applied.
 - Semi-annual Payment: One-half of the tuition due on July 1 and one-half due on January 1.
 - Monthly Payments: Tuition due on the 1st of the month beginning July 1 and ending May 1. If enrollment date is after July 1, payments will be split equally over the number of remaining months through May.
- New families must enroll in the FACTS program. Parents are encouraged to set up automatic payments in FACTS from a bank account, credit card, or debit card. Card payments have an additional service fee.
 - Tuition payments can be mailed (7355 Creekwood Drive, Mobile, AL 36695) or inserted in the tuition box in either campus office. Payments can be made with a check, money order, or cash. The school does not directly accept credit card payments.

Late Charges

Tuition payments are due on the 1st of each month. **Any monthly payment that is not received by noon on the 10th of each month will be assessed a \$50.00 late fee.** If tuition cannot be made on time, it is expected that parents will notify the school administrator to give good reason and to work out a written plan for repayment. Accounts that become 60 days overdue will lead to the withholding of report cards and blocking of access to I-Now, student records, and transcripts. Students whose account becomes 90 days overdue may not be permitted to attend class until payment arrangements have been made with the Head of School.

Financial Agreement

We have read the information in the Parental Financial Contract and understand our responsibility to pay the full academic year's tuition. We understand that the application, enrollment fees, and student fees are non-refundable. We understand that neither Cottage Hill Christian Academy nor Cottage Hill Baptist Church will make medical payments for injuries caused by accident to our child.

Payment Information: Please select your payment method below.

Tuition: Annual Payment Semi-annual Payments Monthly Payments

Re-enrollment Fee: Cash or check attached Payment through FACTS \$ _____
Amount Paid *Date of Online Payment*

 Father/Guardian Signature Date

 Mother/Guardian Signature Date

FILL OUT BOTH SIDES