

# CUYAHOGA VALLEY CHRISTIAN ACADEMY

## Continuous Enrollment Agreement



Beginning with the 2019-2020 academic year, Cuyahoga Valley Christian Academy will adopt a policy of Continuous Enrollment for all students. Continuous Enrollment means that once a student is enrolled, it is assumed that the student will continue attending CVCA until graduation unless the school is informed otherwise. Re-enrollment will be “automatic” for returning students.

Families choosing NOT to re-enroll can exclude their student from automatic re-enrollment by completing the on-line *Intent to Withdraw* form by **March 31**.

- On April 1 each year, all current students in grades 6-11 will be re-enrolled for the following school year. As a confirmation of re-enrollment, families will receive a Payment Plan Confirmation email from FACTS.
  - The non-refundable fees associated with the new FACTS contract will be charged to each account at this time.
  - The payment plan will begin in July, and will include tuition and CVCA’s annual re-enrollment fee.
- Families who complete the *Intent to Withdraw* form **after April 15** will be charged a \$500/student Late Withdrawal fee which will be assessed on the day the form is submitted.
- Families who submit the *Intent to Withdraw* form **after June 30** will be responsible for the greater of their July tuition payment or the \$500 Late Withdrawal fee.
- Late withdrawal penalties will be waived if the withdrawal is related to unique circumstances such as the following:
  - Educational needs of the student can no longer be met at CVCA as determined by the CVCA Administration
  - Withdrawal at the request of CVCA
  - A relocation of 50 miles or more from the family’s current address
  - Other circumstances as approved by CVCA’s Finance Committee
- Please note that electronic submission of the *Intent to Withdraw* form is the only means of satisfying the deadlines stated above. Verbal or email notification will not be considered an acceptable substitute.
- The purpose of the Continuous Enrollment agreement is to explain the new enrollment policy at CVCA. Your (electronic) signature on the agreement is meant ONLY to confirm to CVCA that you are aware of the new enrollment process and its associated deadlines and fees. This agreement does NOT alter or preempt the student and parental commitments specified in the "Statement of Commitment & Agreement" which is distributed and signed annually with the Student/Parent Handbook.