



## **CUYAHOGA VALLEY CHRISTIAN ACADEMY** *(Sample of Continuous Enrollment Agreement)*

**Cuyahoga Valley Christian Academy has a Continuous Enrollment policy for all students. As Continuous Enrollment means that once a student is enrolled, it is assumed the student will continue attending CVCA until graduation unless the school is informed otherwise.**

**A family choosing NOT to re-enroll at CVCA must exclude their student(s) from automatic re-enrollment. To do so, contact Elissa Hyatt before March 31, 2023 at [ehyatt@cvcroyals.org](mailto:ehyatt@cvcroyals.org) or 330-929-0575, ext. 221.**

- On April 1 of each year, all current students in grades 6-11 will be re-enrolled for the following school year.
  - 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 be inclusive of both tuition and fees.
- Families who wish to be excluded from re-enrollment and do not plan to return must request a Withdrawal Form for their student. After April 1, families will be responsible for a \$500/student Late Withdrawal Fee which will be assessed on the day the form is submitted.
- Families who submit the Withdrawal 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
  - The withdrawal is at the request of CVCA
  - Relocation of 50 miles or more from the family's current address
- Please note that submission of the signed Withdrawal Form is the only means of satisfying the deadlines stated above. Verbal notification by phone or email will not be considered an acceptable substitute.

If you need to request a Withdrawal Form or have questions or concerns regarding withdrawing your student, please contact Elissa Hyatt at [ehyatt@cvcroyals.org](mailto:ehyatt@cvcroyals.org) or 330-929-0575, ext. 221.