



**Cottage Hill Christian Academy**  
chccademy.org

**NEW FAMILY  
ENROLLMENT INFORMATION  
2018 - 2019**

**Mr. Jimmy Messer**  
Head of School

Church Campus (Grades 6 wks – 8<sup>th</sup>)  
4255 Cottage Hill Road  
Mobile, AL 36609  
Phone: 251-660-2427  
Fax: 251-660-0558

West Campus (Grades 9 – 12)  
7355 Creekwood Drive  
Mobile, AL 36695  
Phone: 251-634-2513



# Cottage Hill Christian Academy

## New Student Admissions Procedure

### 2018-2019

#### **Procedure:**

- Parents should contact the Admission Office to set up a campus tour.
- Parents should complete and submit an Application for Admission.
- Parents should contact Admission Office to setup an entrance exam (can be done on tour date with Admission Office permission) K4 through 12<sup>th</sup> grade students will be tested.
- Parents should turn in required documents to Admission Office. (Please see below)

#### **Required at Time of Testing:**

- Application Form - may be picked up at Admission Office or printable version from school website.
- Academic History – copy of the student’s transcript and/or report cards for the current and previous two years. A copy of any standardized testing for student in 6<sup>th</sup> – 12<sup>th</sup> grade. A copy of any discipline referrals, school testing, test results for learning disabilities or IEP’s, if applicable.
- A photo copy of the certified birth certificate.
- An up-to-date Alabama Immunization Form.
- A photo copy of the social security card.
- A photo copy of health insurance card.
- A copy of custody papers, if applicable.
- A photocopy of the student.

Before potential student(s) admission process is complete, the Admission Office will schedule an appointment for the family and student to meet with school Administration.

In addition to the Administrative meeting, each student entering grades 6<sup>th</sup> thru 12<sup>th</sup> will need two letters of recommendation. You may find hard copies included or have your Pastor, School Director, Principal, Coach, Guidance Counselor or Family Friend visit our Admission page at [CHCAcademy.org](http://CHCAcademy.org)

Application Fee is \$25.00 (K5 – 12<sup>th</sup>)  
Early Education Center enrollment fee is \$150.00  
K2 thru 12<sup>th</sup> Grade enrollment fee is \$250.00  
1<sup>st</sup> – 6<sup>th</sup> grade students pay an activity fee of \$100.00.  
7<sup>th</sup> – 12<sup>th</sup> grade students pay an activity fee of \$125.00.

*Application, Enrollment and Activity fees are annual fees and nonrefundable*

Enrollment fee is due upon acceptance to CHCA

CHCA does not admit students with serious academic, conduct, emotional, learning, or physical difficulties that may interfere with student participation in the regular academic program for which CHCA is not equipped or staffed, unless parents are willing to bear the expense of all additional staff and services.

CHCA will not admit students whose parents or guardian are not willing to abide by the purpose, philosophy, objectives and policies of Cottage Hill Christian Academy.



*Cottage Hill Christian Academy*  
*Faith, Family, Future*

Warrior Family,

We are excited and honored that you are considering Cottage Hill Christian Academy as your partner in the educational process of your student. The 2017-2018 school year has seen some great achievements by our students. Our Robotics team qualified for regional play in Auburn, choral student R. J. Russell qualified for a chance to perform in Carnegie Hall, varsity volleyball qualified for the South Regional Tournament for the tenth straight season and our students participated in numerous community service projects. We were also represented on the Mobile Azalea Trail Court by two wonderful young ladies. The past two years our students have reached record numbers in merit based scholarships earned and the top 50% of the last two graduating classes have averaged over 27 on the ACT. While we are excited about these accomplishments, we are even more excited about the future of CHCA. We have a great staff in place that will love and care for your student. It is our goal that your student reach their God given potential in every area of their life.

As we are looking to improve the experience of our students, we added some exciting new events and improved on others. Our first homecoming carnival saw over 800 people visit the West Campus the night before the homecoming game, while back to school events were added for each division. For the second year in a row, the Church Campus hosted Super Reader Week highlighted by Super Reader Night, and our second annual homecoming parade helped get everyone fired up for the big game. We also continued to improve our facilities with six classrooms and the band room all receiving new flooring while the Church Campus office was remodeled. Our staff gathered this summer to paint bathrooms, halls and doors on the Church Campus to do their part in helping provide a great experience for your students. A major need for CHCA was also recently met as two 15 passenger vans were added to our fleet.

Cottage Hill Christian Academy is happy to share the enrollment process for 2018-2019 with interested new families. The process will include an application fee of \$25.00 as well as an enrollment fee upon admission to the school of \$250.00. The tuition rates are included on the attached information sheet or you can find them on our school website at [www.CHCAcademy.org](http://www.CHCAcademy.org). Returning students will receive priority for enrollment until February 1. After this date open enrollment will be available to all students. **We anticipate several grades reaching capacity, so please complete the enroll process in a timely manner to secure your spot for next year.**

Each student will also be charged a student activity fee of \$125.00 for grades 7<sup>th</sup> through 12<sup>th</sup> and \$100.00 for 1<sup>st</sup> through 6<sup>th</sup> grade. This fee will provide FREE admission to regular season athletic events, local field trips for the church campus students, finance the homecoming carnival and field day and will negate the need for a few of our regular fund raisers. The student activity fee will be due in June while monthly tuition payments will begin in July. FACTS is our provider for tuition account management. All families must enroll in FACTS after your enrollment process is completed. Information regarding FACTS is included in this packet. We have also included a Cost of Attendance Comparison Chart outlining how our tuition and fees (totals include fees that are listed on the respective school's website) compare with those of the two private schools located closest to us in proximity.

Thanks for considering Cottage Hill Christian Academy as your educational partner for your children. We are excited about the future and look forward to you becoming a part of Warrior Nation!!

Jimmy Messer  
Head of School



**Cottage Hill Christian Academy  
2018 – 2019  
NEW STUDENT - Enrollment Application**

Date \_\_\_\_\_  
Admission Dir. Received

**Church Campus**  
4255 Cottage Hill Rd., Mobile, AL 36609  
Telephone: 660-2427 Fax: 660-0558  
School hours: 7:45 – 2:55

**West Campus**  
7355 Creekwood Dr., Mobile, AL 36695  
Telephone: 251-634-2513  
School hours: 8:00 – 3:05

Website: [www.chcacademy.org](http://www.chcacademy.org)

<p><u><b>Early Education Center (E.E.C.)</b></u> Hours: 6:00am – 6:00pm Admission Fee \$150.00</p> <p>_____ 6 wks. – 12 months 5 days _____ 12 months – 24 months 5 days _____ Estimated Start Date</p>
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<p><u><b>Please Check 2018– 2019 Grade:</b></u></p> <table> <tr> <td>_____ K2</td> <td>_____ 3<sup>rd</sup></td> <td>_____ 9<sup>th</sup></td> </tr> <tr> <td>_____ K3</td> <td>_____ 4<sup>th</sup></td> <td>_____ 10<sup>th</sup></td> </tr> <tr> <td>_____ K4</td> <td>_____ 5<sup>th</sup></td> <td>_____ 11<sup>th</sup></td> </tr> <tr> <td>_____ K5</td> <td>_____ 6<sup>th</sup></td> <td>_____ 12<sup>th</sup></td> </tr> <tr> <td>_____ 1<sup>st</sup></td> <td>_____ 7<sup>th</sup></td> <td></td> </tr> <tr> <td>_____ 2<sup>nd</sup></td> <td>_____ 8<sup>th</sup></td> <td></td> </tr> </table>	_____ K2	_____ 3 <sup>rd</sup>	_____ 9 <sup>th</sup>	_____ K3	_____ 4 <sup>th</sup>	_____ 10 <sup>th</sup>	_____ K4	_____ 5 <sup>th</sup>	_____ 11 <sup>th</sup>	_____ K5	_____ 6 <sup>th</sup>	_____ 12 <sup>th</sup>	_____ 1 <sup>st</sup>	_____ 7 <sup>th</sup>		_____ 2 <sup>nd</sup>	_____ 8 <sup>th</sup>	
_____ K2	_____ 3 <sup>rd</sup>	_____ 9 <sup>th</sup>																
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**Application Fee \$25.00 (K5 – 12<sup>th</sup>)**  
**Early Education Center students pay an admission fee of \$150.00.**  
**Students K2 through 12<sup>th</sup> grade pay an admission fee of \$250.00.**  
**1<sup>st</sup> – 6<sup>th</sup> grade students pay an activity fee of \$100.00.**  
**7<sup>th</sup> – 12<sup>th</sup> grade students pay an activity fee of \$125.00.**

**New Student Information**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Name Called \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Gender: Male/Female Child# \_\_\_\_\_ out of \_\_\_\_\_ Children.  
 Social Security Number \_\_\_\_\_ Other Siblings and Grade(s) at CHCA \_\_\_\_\_

**Note:** Previous school(s) attended:

School _____	Date Attended _____	Grade Completed _____
Address (including zip) _____		
School _____	Date Attended _____	Grade Completed _____
Address (including zip) _____		

**To further enhance student's success, the following information will be helpful in determining the appropriateness of the CHCA curriculum.**

Has this student ever been retained? If yes, what grade? \_\_\_\_\_ Yes \_\_\_ No \_\_\_  
 Has this student ever been suspended, dismissed, asked to withdraw or receive severe disciplinary action at any other school? Yes \_\_\_ No \_\_\_  
 Does this student have any physical disabilities? Yes \_\_\_ No \_\_\_  
 Is this student currently on any type of medication? Name of medication \_\_\_\_\_ Yes \_\_\_ No \_\_\_  
 Has this student been diagnosed with any of the following (please check)? If one or more items are checked, please provide the school with a copy of scores and recommendations from the evaluator(s).

_____ Speech/Language Difficulties	_____ Attention Deficit Disorder	_____ Learning Disabilities
_____ Attention Deficit Hyperactivity Disorder	_____ Emotional Issues	_____ Other _____

List any allergies \_\_\_\_\_

*Parent, please understand that we will request all academic and discipline records from previous schools*

*Helping our students grow in their faith, in a family atmosphere while preparing them for the future academically, spiritually, socially, athletically and in the arts.*

*Jeremiah 29:11*

**Mother or Guardian**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Email Address \_\_\_\_\_

**Lives with Student (Y / N); Marital Status (S / M / D / W); Allowed to pick up (Y / N); Receives School Mailings (Y / N); Emergency Contact (Y / N)**

**Responsible for Bill (Y / N)**

Biological Mother (if different from above) \_\_\_\_\_

**Father or Guardian**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Email Address \_\_\_\_\_

**Lives with Student (Y / N); Marital Status (S / M / D / W); Allowed to pick up (Y / N); Receives School Mailings (Y / N); Emergency Contact (Y / N)**

**Responsible for Bill (Y / N)**

Biological Father (if different from above) \_\_\_\_\_

**Other Guardian**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Place of Employment \_\_\_\_\_ Position \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Email Address \_\_\_\_\_

**Lives with Student (Y / N); Marital Status (S / M / D / W); Allowed to pick up (Y / N); Receives School Mailings (Y / N); Emergency Contact (Y / N)**

**Responsible for Bill (Y / N)**

**Emergency Contact** (Other than parent/guardian)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Hm \_\_\_\_\_  
Cell \_\_\_\_\_

**Other Information**

Name of Parents/Guardian with legal custody \_\_\_\_\_

Name of Church Family Attends \_\_\_\_\_ Pastor \_\_\_\_\_

Attends Sunday School or Life Group (please check)  Yes /  No If yes, name of Class \_\_\_\_\_

# Cottage Hill Christian Academy

## Family Information Sheet

*The following questions are to be completed by the parent(s) or guardian(s):*

1. Briefly describe your immediate family history. (Years married, number of children, special needs, blended families, etc.).
2. Please describe your reason for considering Cottage Hill Christian Academy.
3. How would you describe your child's attitude toward school and his/her personal discipline with regard to schoolwork?
4. What extra-curricular activities interest your student?
5. Have one parent briefly describe your personal faith.

**Cottage Hill Christian Academy  
Parental Consent**

**Class Trip Release Form**

My child has permission to attend class, athletic & club trips approved by Cottage Hill Christian Academy. I hereby release Cottage Hill Christian Academy, Cottage Hill Baptist Church and staff, my child's teacher, and any driver of automobile or buses from liability which might result from an accident to my child.

**Verification of Information Statement**

In filling out this application, I state that I have answered all questions accurately and honestly, to the best of my ability and knowledge. I have not withheld any information that might be helpful in educating my child. I understand that my child's records, academic and discipline, will be requested from previous schools.

**Media/Directory Consent**

I grant my permission to Cottage Hill Christian Academy and/or Cottage Hill Baptist Church to photograph or video tape me/my child(ren) and to copyright, use and/or publish the photographs/videos and audiotapes in any school publications and public relations materials including the website and directory information in the school system directory.

\_\_\_\_\_  
**Father/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mother/Guardian Signature**

\_\_\_\_\_  
**Date**

***This release will be considered in effect until such time as this student is withdrawn from Cottage Hill Christian Academy unless notified in writing.***

**NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

*Cottage Hill Christian Academy admits students of any race, color national and ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, or other school-administered programs.*

# Cottage Hill Christian Academy

## *Statement of Faith*

### **About the Bible**

We believe that the Bible (both the Old and New Testaments) is the inerrant, verbally inspired, and infallible Word of God, and that the Bible is absolute Truth and God's final authority.

### **About God**

We believe that there is one true living God who is revealed to us as the Godhead existing eternally in three persons. God the Father, God the Son, and God the Holy Spirit, and these three are as one God. We believe that God the Father orders all things according to His own purpose for His own glory. We believe that God the Son is Jesus Christ who was conceived by the Holy Spirit, born without sin of the Virgin Mary, to redeem man from sin. We believe Jesus rose from the dead and ascended to the right hand of the Father. We believe He intercedes for us today as High Priest and Advocate. We believe that God the Holy Spirit is sent from God to convict of sin, righteousness, and to be an indwelling guide, teacher, and source of strength for the believer. We believe that all who receive Christ as Savior are born of the Holy Spirit. We believe that man was created in the image of God; that man sinned (rebelled against God) and thereby incurred both a physical death and a spiritual death (eternal separation from God); and that all human beings are born with a sinful nature.

### **About Salvation**

We believe that salvation is through Jesus Christ alone and His atonement and forgiveness on the cross. We believe that all who call upon the name of the Lord as Savior and Redeemer shall be saved and will spend eternity with God.

### **About the Church**

We believe that a New Testament church is an association of baptized believers who come together to exalt the Savior through worship, equip the saints through discipleship, edify the servants through fellowship, and evangelize the sinner through ministry.

### **About the End Times**

We believe in the imminent, pre-millennial, bodily return of the Lord Jesus Christ to take His Church from Earth and to reward them according to their works. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

### **About the Believer**

We believe that every believer is called to a holy life of service and should belong to a Bible-believing local church for fellowship and for the furtherance of the Gospel to every person at home and around the world.

### **Bible as Our Sole Authority**

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness." 2 Timothy 3:16. Since God's Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. Our first question, when faced with a decision, is "What does the Bible say?" We practice Bible reading, Bible study, and Bible memorization. The Bible is the basis for all we believe.

### **Statement on Marriage, Gender and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.



We believe the term marriage has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that in order to preserve the function and integrity of Cottage Hill Christian Academy as the local Body of Christ, and to provide a biblical role model to the Cottage Hill Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Cottage Hill Christian Academy.

### **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

### **Statement of Final Authority for Matters of Faith and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cottage Hill Christian Academy's faith, doctrine, practice, policy, and discipline, the senior pastor of Cottage Hill Baptist Church is the final interpretive authority on the Bible's meaning and application.

### **Code of Christian Conduct**

At Cottage Hill Christian Academy, our motto is Faith – Family – Future. Through excellent academics, spiritual development, and outstanding extracurricular activities, Cottage Hill Christian Academy partners with our parents to help our students reach their God-given potential and to become servant leaders who will impact the world for Christ. The Cottage Hill experience will build lasting relationships, develop leaders, encourage a love of learning, and engage students in the intellectual and social challenges of our times, guided by a biblical worldview. As the desire of Cottage Hill Christian Academy is to instill in our students a God-honoring lifestyle we believe that a student should abstain from the following unacceptable behaviors:

- Inappropriate use of cellular phones or other electronic devices
- Academic dishonesty
- Disruptive class behavior
- Violation of technology policy
- Skipping class/Leaving campus
- Defiance of authority
- Dress code violations
- Failure to complete assigned detention (teacher)

- Failure to complete Administrative Detention
- Physical altercations
- Inappropriate physical behavior
- Inappropriate relationships.
- Being Sexually active
- Lying
- Making false statements
- Cheating
- Plagiarism
- Loitering in parking lot
- Profanity/vulgarity
- Rude/discourteous behavior
- Tardiness
- Theft
- Threats/Intimidation/ Harassment
- Alcohol and/or Tobacco use
- Other offenses as deemed inappropriate

In addition, all Cottage Hill Christian Academy students should demonstrate a God-honoring lifestyle in conformance with one's biological sex including dating and dress; and the use of restrooms, locker rooms, and changing facilities conforming with one's biological sex. This also includes abstaining from all intimate sexual conduct outside of the marriage union of one man and one woman.

This Code of Conduct is not intended to be an exhaustive list. Cottage Hill Christian Academy reserves the right to discipline or ask a student to withdraw for any reason, but the failure to comply with expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion or dismissal.

# Cottage Hill Christian Academy

## Commitment Form

*Student(s)* \_\_\_\_\_

*2018-2019 Grade(s)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In this commitment between Cottage Hill Christian Academy and \_\_\_\_\_  
*Parent/Guardian Name*

I/We understand and agree that for the duration of time or 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, and only share any concerns with the teachers, administrators or staff who can solve these concerns.
2. To wholeheartedly support the spiritual teaching of the school, which is based on the Word of God and The Baptist Faith and Message.
3. To show honor to the Holy Trinity and to the Bible, as God's Word.
4. To uphold the school's standards of conduct and discipline. We will cooperate with the disciplinary program of the school and cooperatively work with the teachers and administration. In addition, we have read and support the Cottage Hill Christian Academy Statement of Faith and code of Christian Conduct.
5. That our child(ren) will show respect to the teachers, administration and staff of Cottage Hill Christian Academy and will be obedient to the school's rules and policies.
6. We understand that we will be financially responsible for injury to any person, or damage to the property of others, caused by our child(ren).
7. To uphold the school's standards of academic excellence by providing a place of study for our child(ren) at home, by supervising homework as needed, and encouraging the timely and accurate completion of all assignments.
8. To provide, at time of admission, any and all information that will assist the school faculty and staff to effectively meet the educational needs of our child(ren), such as reporting any prescribed medication my child(ren) may need and reporting results from our child(ren)'s educational testing and tutoring.
9. To support the school through our involvement in the Parent-Teacher Fellowship, by participating in fund-raising projects, and when possible, attending meetings of the PTF.
10. We also understand and agree that we will honor our financial obligations. Cottage Hill Christian Academy assumes that once a child is enrolled they will attend the entire school year, unless a prior exception has been made. Therefore, families who withdraw prior to July 1<sup>st</sup> will forfeit application and enrollment fees. Families who withdraw after July 1<sup>st</sup> are responsible for the balance of the annual tuition. Upon withdrawal all balances will need to be paid in full.

\_\_\_\_\_  
**Father/Guardian Signature**

\_\_\_\_\_  
**Mother/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# Cottage Hill Christian Academy

## Parental Financial Contract

### Enrollment/Application

All new students K5 – 12<sup>th</sup> grade pay an application fee of \$25.00

All new students pay an enrollment fee of \$250.00 upon acceptance to CHCA.

1<sup>st</sup> – 6<sup>th</sup> grade students pay an activity fee of \$100.00. Payable in June.

7<sup>th</sup> – 12<sup>th</sup> grade students pay an activity fee of \$125.00. Payable in June.

**Application, Activity and Enrollment fees are non-refundable.**

### 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 they will attend the entire school year, unless a prior exception has been made. Families who withdraw after July 1<sup>st</sup> are responsible for the balance of the annual tuition.

### 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 the fees and tuition will be refunded.**

### Tuition Payment Plan Options

All families must enroll in FACTS program. Information regarding FACTS is in your admissions packet.

1. Tuition can be paid in a **single annual payment** due on or before **July 1<sup>st</sup>**. Parents that choose this method of payment will benefit from a **2% discount**.
  2. Tuition can be paid semi-annually, one-half of the tuition paid **on or before July 1<sup>st</sup>** and **one-half paid on or before January 1<sup>st</sup>**. There will be no discount given for this method of payment.
  3. Tuition can be paid in **eleven equal monthly payments due the 1<sup>st</sup> of the month beginning July 1<sup>st</sup> and ending May 1<sup>st</sup>**.
- Parents may send their payment by mail or drop it off in the front office of either campus. Payments can be made with a check, money order or cash. The school does not directly accept credit card payments.
  - Parents may pay online through Smart Tuition. This payment may be mailed in or made online using debit or credit cards.

**Please check your option:**    **Annual Payment**    **Semi-annual Payment**    **Eleven Monthly Payments**

### Late Charges

Tuition payments are due on the 1<sup>st</sup> of each month. **Any monthly payment that is not received by noon on the 10<sup>th</sup> 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. Payments that become 60 days overdue will lead to the withholding of report cards and blocking of access to INow student records and transcripts. Students whose account become 90 days overdue will not be permitted to attend class until payment arrangements have been made.

### Insurance

It is the policy of Cottage Hill Christian Academy that all enrolled students show proof of insurance. A copy of student/parent's health insurance card should be on file with CHCA.

### Parent 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 and enrollment fees are nonrefundable. 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.**

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian

\_\_\_\_\_  
Date