

Heritage Christian School

Continuous Enrollment Opt- In Form

Please complete this form to confirm your participation in the HCS Continuous Enrollment Process to re-enroll for the upcoming school year.

***Please note, all fields on this form are required to be completed.*

1. **Parent/Guardian Name:** _____
2. **Student Information (for additional students, please complete a second form and attach):**

- a. Student Name: _____ Grade (next year): _____
- b. Student Name: _____ Grade (next year): _____
- c. Student Name: _____ Grade (next year): _____
- d. Student Name: _____ Grade (next year): _____
- e. Student Name: _____ Grade (next year): _____

3. **Opt-In Confirmation (Please initial):**

[] I understand that choosing to enroll my student(s) at Heritage Christian School Topeka requires an Opt-In to the HCS Continuous Enrollment Procedure, and applies for all future school years in which my student(s) will attend HCS. **I agree to opt-in.** Furthermore, I am aware any future decision to Opt-Out of the automatic re-enrollment and withdraw my student for an upcoming school year will require me to follow the Intent To Withdrawal Procedures, and it is my sole responsibility to obtain the information necessary to do so by any and all communicated deadlines to avoid re-enrollment processing and any applicable non-refundable fees each year.

4. **Financial Acknowledgment (Please initial):**

[] I agree to pay the non-refundable re-enrollment fee and tuition according to the rates as determined and disclosed by the board for each upcoming school year.

[] I understand my tuition payment plan will follow the same payment schedule of the previous school year, reflecting any updated tuition rates for each new school year. I understand any changes to my payment plan or schedule must be communicated with and agreed to by myself and Mrs. Ward prior to any and all re-enrollment deadlines for the upcoming school year.

[] I understand my commitment to re-enrollment is at the quoted base tuition rate. If I withdraw before school starts, I am responsible for 1/12 of the tuition; if I withdraw after school starts, I am responsible for 1 semester of tuition. Fees are non-refundable. Furthermore, I understand that any adjustments for scholarships, grants, loyalty rewards etc. will be calculated and communicated to me after both the completion of re-enrollment and those rewards have been determined.

[] I am aware any applicable school or third party scholarships or grants are my responsibility to apply for, renew, and/or follow up on based on the communicated processes and deadlines each year, regardless of this new continuous enrollment process. Further, I understand such rewards and scholarships are not guaranteed for approval.

5. **Signature:** _____ **Date:** _____

Please return this completed form to the HCS office no later than Thursday, March 6th, 2025.

Tuition assistance applications for the 2025-2026 school year are required to be submitted in full by April 15th, 2025.

Note: If you choose not to participate in automatic re-enrollment and plan to withdraw your student from HCS, please contact the HCS Office for information on the opt-out process and deadlines for submission.