

# Frequently Asked Questions

## What is Continuous Enrollment?

This is an enrollment model that is used by colleges and Christian schools nation-wide as an easy and efficient way for families to enroll from year to year. In fact, once you complete our K-12 Continuous Enrollment Agreement, your child will be enrolled until graduation unless you choose to withdraw, as long as your child remains in good standing. This process allows your child to be automatically enrolled from year to year unless circumstances change.

## Why Continuous Enrollment?

On average, Christian Academy School System has 93% of our families choosing to re-enroll each year. We understand that most of our families choose to stay with us through graduation and we are pleased to offer a more simplified process to serve them.

## Who does Continuous Enrollment?

Our new families with students who are enrolling into K-12 will complete the Continuous Enrollment Agreement before their initial year. Also, a Junior Academy Continuous Enrollment Agreement will be completed by our new Junior Academy families.

## Will I need to complete a Continuous Enrollment Agreement for every school year?

No. After the initial completion of the Continuous Enrollment Agreement, current students will remain enrolled until graduation, until you opt-out by completing the withdrawal form, or unless the Continuous Enrollment Agreement is terminated by Christian Academy School System.

## What are the benefits of Continuous Enrollment?

This process is easier! Christian Academy values our partnership with our families and we want to simplify the reenrollment process by removing the need to complete yearly online forms to remain enrolled.

Next, Continuous Enrollment will secure your child's placement in next year's grade. With increasing enrollment, with some grades at or near a waitlist, this will hold your child's seat until they are ready for graduation.

### **What is the Continuous Enrollment Fee?**

The Continuous Enrollment Fee is a financial commitment that secures your student's placement for the following school year. The fee (formerly called the reenrollment fee) is a non-refundable fee that will be drafted each year using your family's FACTS tuition agreement. The tuition and fees will be communicated each year in a Continuous Enrollment reminder email.

### **How do I withdraw from Continuous Enrollment in a future year if my student will not return?**

You may opt-out of enrollment once the Continuous Enrollment reminder email is sent out. The reminder email will communicate the tuition and fee schedule for the next academic school year as well as the withdrawal date. You will complete the Withdrawal Form that is located in your Web Forms in FACTS Family Portal. If completed by the withdrawal date, the Business Office will not charge the Continuous Enrollment Fee to your account and will terminate the Continuous Enrollment Agreement.

To find the Withdrawal Form in the FACTS Family Portal:

Go to the school's website at [www.caschools.us](http://www.caschools.us)

--Select Quick Links from the toolbar at the top

--Select FACTS Family Portal

--Click on Web Forms (on left side of screen)

Withdrawal Form

### **What if I complete the Continuous Enrollment Withdrawal form but change my mind?**

After the due date, Christian Academy School System begins extending enrollment to new families. Therefore you will need to contact the Admissions Office to determine if space is available and what to do to reinstate your enrollment.

### **What if I need to change my tuition payment plan for next year?**

Your current payment plan and account information will automatically roll forward to the next year. If changes need to be made in the responsible party or tuition payment plan, please contact the Business Office.

### **What if my student is not returning next year?**

Christian Academy School System desires to continue our partnership with you for your child's entire education, but we recognize that sometimes plans change for our families. Please complete the Withdrawal Form by the withdrawal deadline.