



Sample of Continuous Enrollment Agreement

Cuyahoga Valley Christian Academy has a **CONTINUOUS ENROLLMENT POLICY** for all students. Continuous Enrollment means that once a student is enrolled, the student will stay enrolled, removing the need for families to fill out annual enrollment packets to hold that student's place each year. Action only needs to be taken if a student plans to withdraw.

1. Families who withdraw their student(s) must submit a signed [Withdrawal Notice Form](#) prior to April 1st to avoid the \$500 per student, Late Withdrawal Fee.
2. Families who withdraw their student(s) after June 30th but prior to the first day of school will be responsible for the greater of their July tuition payment or the \$500 Late Withdrawal Fee.
3. Families who withdraw their student(s) on or after the 1st day of any quarter during the academic year, will be responsible for tuition through the end of the quarter the student(s) was withdrawn as explained in the Parent-Student Handbook.
4. The Late Withdrawal Fee will be waived if the withdrawal is related to unique circumstances, such as:
 - 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 to an address 50 miles or more from the family's current address.

Please note that submission of the above Withdrawal Notice Form is the only means of satisfying the deadlines stated above. Verbal notification by phone or email will not be considered an acceptable substitute.

The purpose of the Continuous Enrollment Agreement is to explain the enrollment policy at CVCA. Your (electronic) signature on the agreement is meant ONLY to confirm to CVCA that you are aware of the 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.

If you have questions or concerns regarding withdrawing your student, please contact Elissa Hyatt at ehyatt@cvcroyals.org or 330-929-0575, ext. 321.