



Dear Parents of students in 8th grade,

We are excited to inform you that we are beginning the process of course optioning for the 8th Grade Service Intersession 2023, October 31 -November 2. This is an exciting one-week service immersion opportunity for the students.

The purpose of Service Intersession is to broaden students' educational experience through hands-on service learning that takes place outside of the classroom. This helps them grow in all kinds of ways as they engage God's world and become better leaders and thinkers. For our 8th graders it means opportunities to serve either here in Cincinnati, in rural Kentucky or in Mexico to build on what they learned in 7th grade. Reaching out to be His hands and feet they stretch themselves and we have found that they can change in wonderful and profound ways over the week.

Course Optioning Process

1. **August 9** – Students in grades 8 will hear a brief presentation of the course offerings in our morning assembly during US7-8 Kick-Off. Additionally, course descriptions for each experience and critical dates, will be available for you to view on <https://www.chca-oh.org/my-upper-school/mysi78>
2. **Between August 9-21** - Complete the web form with your student's three unique choices in priority order. An email receipt will be sent to the email address you supply in the web form. Please check your email receipt and confirm accuracy. A parent signed copy of this email confirmation should be returned only if there are multiple online submissions for the same student.
3. **August 21 by 12:00 p.m. – Deadline to be considered on time.** All course options turned in by the deadline are placed in one batch; no priority is given to options turned in on August 19, for example, over those turned in by noon on August 21. Should it become necessary, course lists will be generated using blind lotteries of all students with on-time forms. Students will be placed on a waitlist using the same blind lottery. Any late course option sheets will be placed in courses after all on time placements are completed.
4. **August 25**– Parents receive email confirmation of student placement. To secure that placement, complete registration and first payment via UltraCamp by September 1
5. **September 1 – Deadline to complete registration and pay via UltraCamp** to keep student's place in an assigned course.
6. **September 4** – Students assigned to a course with a waitlist who have not completed their UltraCamp registration may be removed from the course and a waitlisted student will take their spot.
7. **Starting September 14** - Students who have not completed their UltraCamp registration and paid the deposit **will incur a \$25 Late Fee.**

Course Registration and Payment Process

All registrations and payments are handled through **UltraCamp**. UltraCamp will also use your payment

information to schedule an automatic deduction for the second payment and send you a 10 day advanced reminder. All courses will collect 50% by September 1 and 50% payment on September 25.

Service Intersession Refund Policy

Prior to travel - All deposits are non-refundable and non-transferable. If a student drops out of a course or is removed for disciplinary reasons, any money paid beyond the deposit may also not be available for refund.

Tuition Payments and Service Intersession

To be placed in and participate in a Service Intersession travel experience, students must be current with their tuition. If not current, a payment plan must be established regarding tuition with the Business Office. The institutional priority is that tuition payments take precedence over Service Intersession payments. Therefore, if a student is not current with tuition, automatic deductions for Service Intersession through Ultra Camp will be applied to tuition payments first.

Service Intersession has become a cherished distinctive of CHCA, and a life-changing and wonderful experience for our students. We anticipate that God will be doing wonderful things as this continues as an annual CHCA tradition. We are excited about how our students will “engage God’s world” both near and far.

In Christ,

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