



Dear Parents:

We are excited to begin the process of course optioning for *May Term 2024*. Please read this entire email carefully. Critical dates and policies are outlined below.

May Term dates are May 20-30, 2024. Please be sure to read course descriptions completely. Some courses may meet or travel on dates or times outside of these dates or normal school hours.

Important Dates - Course Optioning Process

- 1. Between September 8 and 19** - Complete the May Term 2024 Course Optioning in 2 steps:
 - **Complete** web form located on the Intersession web page. An email receipt will be sent to the **parent** email which you supply in the web form. The email receipt is confirmation that the web form has been completed successfully. If you do not receive an email after completing the form, please check your spam folder, and redo the web form if no email appears.
 - **Confirm** choices are listed correctly, student name and ID number are correct. Your online submission is your receipt and our confirmation. It is assumed from the online submission that you are in agreement with the choices listed and that you understand and will meet all parental and financial responsibilities as outlined in the emails and website information.
 - **New for 2024** – You do NOT have to turn in the parent-signed confirmation email **unless you have submitted multiple online forms for the same student**. If you submitted multiple forms for the same student, we must have a parent signed copy of the confirmation email (email intersession@chca-oh.org or print and return to Upper 9-12 Front Desk). This is the only way we can ensure that we are using the choices you approve. We will not place students with multiple online submissions without a parent signature confirming correct submission. Receipt of forwarded email or signed paper submission must be **before September 19 at 3:00 p.m.** to be considered on-time.
- 2. September 19 by 3:00 pm – Deadline to be considered on time.** If turned in on time, *priority in course assignment* is based on grade level seniority (all on-time Seniors, then Juniors, then Sophomores, then Freshman). All course option forms turned in by the deadline are considered in one batch by grade. In courses where interest exceeds capacity, students will be placed using blind lotteries at the appropriate grade level of all on-time submissions. Waitlists are set using the same lottery results.
- 3. September 29** – The parent email entered on web form during course optioning will receive an email confirmation of student placement. To retain place in course, official registration and deposit must be completed in UltraCamp which will open on **September 29**
- 4. October 10– Deadline to complete registration and pay deposit via UltraCamp** to keep student’s place in the assigned course.
- 5. October 11–** Students assigned to a course with a waitlist who have not completed their UltraCamp registration and paid the deposit may be removed from the course and a student from the waitlist may be placed in the course.
- 6. Starting October 16** - Students who have not completed their UltraCamp registration and paid the deposit **will incur a \$50 Late Fee.**

May Term 2024 Travel

Since Covid 19 protocols still exist, we must state that in order to travel, all students must adhere to the COVID protocols and requirements of the United States, the local ordinances in each state or country of international travel. These may change between now and the travel date. For example, if a vaccine is required for travel between now and the travel date, there will not be a refund for unvaccinated students. Parents will incur all costs for COVID testing according to what is required by each location. If a student tests positive (even if vaccinated and possibly a false positive), a parent must travel to their location within 48 hours to quarantine with their student and will need to cover the cost of the chaperone's extended stay and additional travel costs until the parent arrives.

Course Registration and Payment Process

All registrations and payments will be handled through **UltraCamp**.

	Payment Schedule			
	Deposit @ registration	Automatic Payment #2	Automatic Payment #3	Automatic Payment #4
Course Cost	by 10/10/23	12/01/23	02/01/24	03/01/24
\$1-50	full payment			
\$51-199	\$50	no payment	no payment	remaining balance
\$200-749	\$50	no payment	50% of the remaining balance	remaining balance
\$750-1499	\$200	no payment	50% of the remaining balance	remaining balance
\$1500-1999	\$500	no payment	50% of the remaining balance	remaining balance
\$2000+	\$500	50% of the remaining balance	50% of the remaining balance	remaining balance

Please note that tuition payments take precedence over Intersession payments. If an account is not current with tuition, automatic deductions for Intersession through Ultra Camp will be applied to tuition payments first.

Our Intersession has been a signature program for over a decade at Cincinnati Hills Christian Academy. We understand that a written description of the courses cannot answer every possible question, please feel free to email the faculty

member leading the course directly. They would love to tell you more about their courses and the opportunities afforded your child during Intersession. Please address general May Term 2024 questions to Intersession@chca-oh.org.

[Please use this link](#) to view the presentation and course descriptions for May Term 2024. We are excited about how our students will “engage God’s world,” in Cincinnati, across our great country and around the world!

Thank you,

Intersession Team
Intersession@chca-oh.org

Save 09.08.23