



Dear Parents:

We are excited to begin the process of course optioning for *Winter Term 2025*. Please read this entire email carefully.

Winter Term dates are January 6-17, 2025. 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.

It is critical for you to evaluate the choices carefully, read all information available and only select the four courses your student would like to complete. To keep costs as low as possible for families, we establish a minimum threshold and prices as close to actual cost as possible. We then make decisions about the viability of courses based on the choices you list as preferred for your student. We move ahead with courses that meet their minimum requirements, counting on your student to complete any of the courses you list as one of their four choices.

New for Winter Term 2025, requests for changes to your student's course placement will only be considered for medical circumstances which make participation unreasonable. Given the financial structure of our courses, we cannot accommodate changes for non-medical reasons once viability decisions have been made and placement emails have been sent out.

Important Dates - Course Optioning Process

1. Between today and April 30 - Complete the Winter Term 2025 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 6 digit 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.
- 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 either Upper School Front Desk). This is the only way we can ensure that we are using the choices you have approved. 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 April 30 at 3:00 p.m.** to be considered on-time.

2. April 30 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. **May 17 after 4:00 p.m.** – The parent email entered on web form during course optioning will receive an email confirmation of student placement. Official registration and deposit must be completed in UltraCamp which will open on **May 17**.
4. **May 31– Deadline to complete UltraCamp registration and pay deposit** to keep student’s place in the assigned course.
5. **June 3**– 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. **June 14** - Students who have not completed their UltraCamp registration and paid the deposit **will incur a \$50 Late Fee**.

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 May 31	August 9	September 6	October 11
\$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 decades 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 student during Intersession. Please address general Winter Term 2025 questions to Intersession@chca-oh.org.

Please click [this link](#) to view the presentation and course descriptions for Winter Term 2025. 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 04.16.24