



Continuous Enrollment – *“Set it and Forget it”*

What is Continuous Enrollment?

The "Continuous Enrollment" program is BCA's annual re-enrollment process. Once families complete the initial Continuous Enrollment contract through PraxiSchool, re-enrollment season (January through February) will simply be an email reminder from the Business Office informing families who might be thinking about leaving BCA to notify us prior to the end of February. This means that most BCA families will have the convenience of ignoring the message and doing absolutely no paperwork! Families of kindergarten - eighth grade students would simply make plans to pay the \$550 enrollment deposit by March 1 each year. (Our business office will automatically draft this amount unless families direct us otherwise.)

What does the Continuous Enrollment Contract look like?

- I hereby opt into continuous enrollment. This means that my BCA student(s) will continue to attend BCA every year unless I inform the school otherwise.
- I understand that I have until the end of February every year to notify the Belvoir Christian Academy Business Office of any changes in plans of enrollment for my child(ren).
- If I breach this contract by disenrolling my kindergarten through eighth grade child(ren) after March 1, I understand that I will be contractually obligated to pay one (1) month of tuition as a penalty.
- If I breach this contract by disenrolling my kindergarten through eighth grade child(ren) on or after Aug. 1, I understand that I will be contractually obligated to pay two (2) months of tuition as a penalty.
- **Unique Circumstances:** Belvoir Christian Academy recognizes that family plans change. For any unique circumstances (as listed above) families disenrolling after the announced deadline will be exempt from the 1- or 2-month(s) tuition penalty.

For Families of Infants – Pre-K4:

- *If I breach this contract by disenrolling my infant through pre-school age child(ren), I understand that a two-week notice of withdrawal is required. Monies owed will be the cost of tuition based on the number of weeks attended, including the two-week notice. Families must email the BCA Business Office (finance@bcacademy.net) to inform them of their plans to withdraw.*

How do we notify BCA if we are not planning to return the following year?

We have created an easy opt-out form through PraxiSchool, under the online forms section. The form must be completed by the March 1 opt-out deadline.

How do we benefit from this process?

Simplicity. Continuous Enrollment eliminates the annual re-enrollment process and paperwork involved.

Guaranteed placement. Placement in next year's class is an increasingly sought-after spot. By opting into Continuous Enrollment, you'll guarantee a space for your child until 8th grade graduation!

What does this mean for new families?

New families will sign the Continuous Enrollment contract at the time they enroll their child(ren) through the online forms section on their PraxiSchool account.

What is the process for updating our information after I am continuously enrolled?

Parents may update their information in PraxiSchool at any time, or contact the school office with updates. Each summer, we will ask parents to review and verify additional information through PraxiSchool as well as update information that requires annual submission. Parents will receive an email in July with a link to this verification process.

What about unique circumstances?

Families often plan on keeping their child(ren) at BCA until they graduate, but God may have other plans for families. In unique circumstances that arise, we have built flexibility into the Continuous Enrollment contract.

The following unique circumstances, for families withdrawing after March 1, will be considered for exemption of the financial tuition penalty:

- Moving/Relocation 50+ miles away from Belvoir Christian Academy
- Educational needs for the student that can no longer be met at Belvoir Christian Academy as determined by Administration
- Disenrollment at the request of Belvoir Christian Academy
- Other unforeseen circumstances that our Board of Directors may approve under these unique circumstances - Only those payments which will bring the tuition balance to a current status based on the school's fiscal year will be required.

What's the penalty if we break this contract?

For kindergarten through eighth grade - 1 month of tuition if after March 1; 2 months of tuition if on or after Aug. 1. BCA families who are re-enrolled but break the contract by disenrolling their student(s) after the specified date will be contractually obligated to pay 1 or 2 month(s) of tuition. While the penalty may seem steep, many schools require a semester or even a year of tuition once a family is enrolled for the following year.

For questions about Continuous Enrollment, please contact admissions@bcacademy.net, 423-622-3755, ext. 12 or the BCA Business office, finance@bcacademy.net.