

ENROLLMENT PROCEDURE/FEE SCHEDULE

Heritage Hall Christian School

ALL LEVELS

year 20-21

APPLICATION (First-time applicants)

- Complete the **Application for each child.**
- **Submit it with the IDOE Health & Learning Information form.**

When Application materials are received, an interview, tour, and testing/screening will be scheduled.

The \$125 Matriculation fee is due with all other documents (listed below) to complete enrollment.

ENROLLMENT REQUIREMENTS

Preschool:

- Student must be 3 years old (PK3) or
- 4 years old (PK4) by September 1.
- Must be potty trained.
- Interview with Preschool Director.
- Entrance screening as needed.

Kindergarten:

- Student must be 5 years old by September 1.
- Interview with Elementary Principal.
- Entrance testing is required.

Grades 1-12:

- Interview with an Administrator.
- Entrance testing is required.
- Records will be obtained from the previous school (including grades, transcript, discipline, attendance) before a final decision is made to accept the student.

The Middle School/High School Application includes a Student Questionnaire and Pastor's Evaluation Form which must be completed before a final decision is made.

SCHOOL HOURS

Preschool Half-day	7:55 am—11:30 am
Preschool Full-day and K through 6	7:55 am—3:05 pm
Extended Care	3:20 pm—5:30 pm
Grades 7-12	7:45 am—3:15 pm
Study Room	3:25 pm—4:00 pm

Please indicate on the enrollment form if your student is enrolled in extended care. A student is "enrolled" if using the service every day. The monthly billing charge will be added to the payment plan. Students may stay in extended care on an as-needed basis and will be billed weekly according to the number of days signed in but are not considered "enrolled."

REQUIRED DOCUMENTS for First-time Applicants

1. Application (one per family)
2. IDOE Health & Learning Information (each student)
3. Enrollment Form
4. Financial Agreement (one per family)
5. Birth Certificate
6. Immunization Record
7. Student Health History
8. IDOE Home Language Survey
9. IDOE Race-Ethnicity Info
10. School Year Information Form

Preschool only:

1. Preschool Policies and Agreements

Preschool through Grade 6 if using extended care:

1. CCDF Parents' Notice

Grades 5-12:

1. Sports Physical if playing any sport

Grades 7-12 only:

1. Camp Agreement
2. Camp Crosley Health History

Please bring all forms & payments to the Business Office in the High School building (south campus).

DOCUMENTS REQUIRED ANNUALLY FOR ALL RETURNING STUDENTS

1. Enrollment Form (HH-EN)
2. Financial Agreement (HH-FA)
3. School Year Information Form (HH-SYI)
4. Camp Crosley Agreement & Health History (7-12)
5. Sports Physical (6-12) must be on file prior to the first practice of the season for that sport.
6. CCDF Parents' Notice (if using extended care)

Updates only

7. Immunization updates needed at age 3, 4, & 5 and grades 6 and 12.
8. Physicals are required in Kindergarten, and grades 3, 6, and 9.
9. Sixth & ninth grade students may substitute a sports physical if playing sports. Immunizations must be current.



Visit us online at www.hhcsmuncie.org

Call us at (765) 289-6371

Email us at office@hhcsmuncie.org

TUITION AND FEES

Heritage Hall Christian School

ALL LEVELS

year 20-21

First-Time MATRICULATION FEE—\$125 per student

Re-Enrollment Fee—\$100 per student

Matriculation Fee is due with the Application. This non-refundable fee secures classroom space, covers required testing or screening, and the FACTS account set-up fee. Matriculation Fee will be refunded if the student is not accepted.

TUITION (Refer to the Financial Agreement for Scholarship Information)

- Tuition includes classroom materials, field trips, special activities.
- Tuition for full-day preschool and full-day kindergarten includes lunch.
- Prices are based on the 36-week/180-day school year and are not adjusted for extended absence due to illness or travel.

EXTENDED CARE

- Extended care is open from 7:00-7:55 a.m. and from 3:15-5:30 p.m.
- Extended care fees include an afternoon snack.
- Extended care is not available for half-day preschool.
- Students in grades 7-12 report to the study room after school. Those remaining at 4:00 p.m. will be checked into extended care in the elementary building and will be billed at the daily rate of \$10.

PRICES

	<u>TUITION</u>	<u>EXTENDED CARE</u>	<u>TUITION + EXTENDED CARE</u>
PRESCHOOL 5-DAY HALF DAY	\$3,325.00	N/A	
5-DAY FULL-DAY	\$4,050.00	\$1,135.00.....	\$5,185.00
KINDERGARTEN (FULL-DAY)	\$4,880.00	\$1,135.00.....	\$6,015.00
GRADES 1-6	\$5,105.00	\$1,135.00.....	\$6,240.00
GRADES 7-8	\$5,210.00	\$10 DAILY CHARGE	
GRADES 9-12	\$5,515.00	\$10 DAILY CHARGE	

INCIDENTAL BILLING

- Matriculation Fee, Extended Care, and fees in excess of the IDOE allowable amount are not covered by scholarships.
- Incidental charges may include, library fines, charges for lost books, instrument repairs & reeds.
- Payment for athletic uniforms is due before uniforms are issued. Trip & contest entry fees are due before a student is registered for a trip or contest.
- A \$25 Late Fee will be charged for any fees unpaid by the date due; additional NSF fee for returned checks or declined debits.

PAYMENT PLAN OPTIONS

One Annual payment due upon enrollment or by **July 20**
 Two Semi-annual payments due **July 20** and **Dec 20**.
 10-payment monthly installment plan **July-April**

FACTS MANAGEMENT SERVICES

Contact Information:
 Access & Navigation 866-441-4637 (FACTS)
 Billing Inquiries 765-289-6371 (HHCS Business Office)
 To set up a new account, type this link into your browser:
online.factsmgmt.com/signin/3CSSV Click "Create a username & password."

Note: Heritage Hall uses FACTS Management Services to bill and collect all tuition & fees. Payment options include automatic pre-scheduled bank payment from checking or savings account (ACH), credit card payment (no Visa), and online. There is a 2.75% merchant fee for credit card billing. If making a payment in the school business office, please make checks payable to Heritage Hall.



Visit us online at www.hhcsmuncie.org
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Prices are subject to change.