

# ENROLLMENT PROCEDURE/FEE SCHEDULE

Heritage Hall Christian School

ALL LEVELS

year 21-22

## 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.

## REQUIRED DOCUMENTS for First-time Applicants

1. IDOE Health & Learning Information (each student)
2. Financial Agreement (one per family)
3. Birth Certificate
4. Immunization Record
5. IDOE Home Language Survey
6. IDOE Race-Ethnicity Info

### **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. Financial Agreement (HH-FA)
  2. Camp Crosley Agreement & Health History (7-12)
  3. Sports Physical (6-12) must be on file prior to the first practice of the season for that sport.
  4. 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.

## SCHOOL HOURS

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



Visit us online at [www.hhcsmuncie.org](http://www.hhcsmuncie.org)

Call us at (765) 289-6371

Email us at [office@hhcsmuncie.org](mailto: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>
<b>PRESCHOOL</b> 5-DAY HALF DAY	\$3,395.00	N/A	
5-DAY FULL-DAY	\$4,120.00	\$1,150.00.....	\$5,270.00
<b>KINDERGARTEN (FULL-DAY)</b>	\$4,950.00	\$1,150.00.....	\$6,100.00
<b>GRADES 1-3</b>	\$5,180.00	\$1,150.00.....	\$6,330.00
<b>GRADES 4-6</b>	\$5,195.00	\$1,150.00.....	\$6,345.00
<b>GRADES 7-8</b>	\$5,275.00	\$10 DAILY CHARGE	
<b>GRADES 9-12</b>	\$5,580.00	\$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**  
 Two Semi-annual payments due **July** and **Dec.**  
 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](https://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.



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Prices are subject to change.