



# LOUDONVILLE

## CHRISTIAN SCHOOL

### Continuous Enrollment FAQs

#### Why Continuous Enrollment (CE)?

LCS has adopted a new way to re-enroll our current students, starting with the 2019-2020 school year. We understand and are thankful that the vast majority of our families choose to remain at LCS through graduation, so we are moving towards an even more simplified process moving from one year to the next. You will now be able to enjoy a **Continuous Enrollment (CE)** system, reducing paperwork and making enrollment logistically very convenient. **CE is applicable for students entering K to 12.**

#### What is the benefit of CE?

- Simplicity! We look forward to serving LCS families by moving towards a simple, seamless process moving from school year to school year.
- Guaranteed placement. **CE** allows you to secure placement for your child(ren) until graduation.
- **CE** places the value on our partnership and eases the process of having to “re-enroll” every year.

#### How does CE work for currently enrolled families?

In this initial year, LCS will ask that all current families complete a Continuous Enrollment Agreement (CEA) for each child. The CEA will remain in effect for the duration of each child’s enrollment at LCS. In coming years, families will not need to complete another CEA. Rather, a yearly tuition deposit (per child) will be invoiced and paid by February 28<sup>th</sup> in order to guarantee enrollment for the following year.

#### Will I need to complete a CEA for every school year?

No. It is just in this initial year for current students and for any new student enrolling in years to come.

#### What is the purpose of paying a tuition deposit if I have a CEA on file?

Making a yearly tuition deposit secures placement for each child in the upcoming year and assists the LCS Administration in effectively planning for staffing and curriculum for the upcoming school year. All tuition deposits are applied toward the total tuition.

#### How will tuition deposits be collected?

Tuition deposits (per child) will be invoiced to you. Tuition deposits will remain a flat rate as outlined last year: \$300 for K-6, \$450 for 7-12. The fee for all students will be due February 28<sup>th</sup>. After February 28<sup>th</sup>, a \$300 late fee (per child) will be assessed.

#### What is the difference between this initial year and each subsequent year?

In this initial year, as LCS transitions to CE, you will need to do the following:

- Complete, sign and submit your Continuous Enrollment Agreement (CEA) by February 28<sup>th</sup>.
- Submit a tuition deposit for each child by February 28<sup>th</sup>.

In subsequent years, to continue your secured placement, simply submit your tuition deposit (per child) by February 28<sup>th</sup>.

What happens if I haven't signed my Continuous Enrollment Agreement (CEA) by February 28<sup>th</sup> in this initial transition year?

Your student(s) will not be considered enrolled in the upcoming school year's class. Once the CEA is signed and your tuition deposit is paid, the student will then be considered enrolled.

How will I know my child(ren) is/are enrolled for the following school year?

In this initial year, you will need to submit the CEA and make tuition deposits (per child) by February 28<sup>th</sup>. For each subsequent year, you will simply need to make your tuition deposits (per child) by February 28<sup>th</sup>.

Is the tuition deposit refundable?

Once paid, the yearly tuition deposit is non-refundable and non-transferrable.

What if I am behind on my account?

All accounts must be current in order to keep your Continuous Enrollment (CE) status active. Students will not be considered enrolled for the upcoming school year until accounts are current and tuition deposits paid. These families will be contacted in January.

Will the process for applying for financial aid change?

No. Families are required to apply yearly for financial aid through FACTS Grant and Aid. The financial aid deadline will remain February 28<sup>th</sup>.

My preschooler will be attending Kindergarten at LCS. What do I need to do?

A **Continuous Enrollment Agreement (CEA)** will be provided by the Admissions Office after you have completed some paperwork and a Kindergarten screening has been conducted. Your CEA will need to be submitted by a designated date as set by the Admissions Office.

I am a current family, and I want to enroll a new child at LCS. What do I need to do?

- Complete a new student application.
- Complete all admissions steps.
- The Admissions Office will coordinate the submission of a CEA for your new student.

What if my student(s) is/are not returning next year?

LCS desires to maintain our partnership with you for your child's complete education, but we recognize that sometimes plans change for our families. In such cases, you will need to notify the Admissions Director in writing of your intent to withdraw. Notification should a) be dated, b) state the student's name, c) state reason for withdrawal/cancellation, d) be signed by parent/guardian, e) acknowledged by LCS.

If I do not receive or have a question regarding the invoice for my children, whom do I contact?

You can contact Betsy Bersani in the Business Office at [bbersani@lcs.org](mailto:bbersani@lcs.org) or call 518-434-6051 ext. 310.

I have questions about CE that are not answered on this FAQ, whom do I contact?

You can contact Meg Booth in the Admissions Office at [mbooth@lcs.org](mailto:mbooth@lcs.org) or call 518-434-6051 ext. 304.