



Heritage Academy Enrollment Checklist & Coversheet

Please use this checklist to make sure you have included all necessary forms due at the at the time of enrollment. Then, please attach it to your registration forms as a coversheet.

All necessary enrollment forms may be accessed from Heritage Academy's Website.

Family Name:

Continuing, New, and Returning Families

- #1 Enrollment Checklist and Coversheet
- #2 Student Enrollment Forms: One for Each Student
- #3 Family Tuition Worksheet Payment of Deposit or a Greater Amount
- #4 Foundations for Partnership Reaffirmation (for Continuing Families Only)
- #5 Current Families ONLY: If You Have Changed Emergency Contact or Insurance information within the past year Please submit updated Medical Release Form(s) for your child(ren).
- #6 First Time Families ONLY: Release Form
Please attach a completed *Photograph, Webpage, and Social Media Release Form*.
The form requires both parents' signatures.
- If You Have a Student Entering High School for the First Time
Please attach a completed *Declaration of Intent Form*.
You will have received a copy of this form at one of the two, April diploma-planning meetings.
- If You Have a Student Graduating in 2019
Please attach a completed *Affirmation of Intent Form, found on website under forms.*

Policies pertaining to adding and dropping courses and withdrawals and refunds may be viewed on the reverse side of this page.

Dropping and Adding Academic Courses

Families may drop or add courses by submitting a Drop/Add form to the office. This form may be printed from Heritage Academy's website or requested from the office.

A \$15 drop/add fee will be assessed for every Drop/Add form submitted to the office, unless the only item being dropped or added is a study hall. In this case, no drop/add fee is generated.

Also, if a student must drop a course because of a cancellation or schedule change made by Heritage Academy no drop/add fee will be assessed.

Heritage Academy's Refund Schedule

Athletic Participation Fees

All athletic fees include a \$100 non-refundable registration fee. If a family decides to withdraw their student from athletic participation, the remainder of the fee will be refunded to family, unless the decision-to-carry deadline has passed, in which case no portion of the participation fee will remain eligible for refund.

When a student must withdraw from a team sport because the team did not carry, the full Participation Fee (including the otherwise non-refundable \$100 deposit) will be refunded to the family.

Academic Tuition

- Fall courses dropped before August 1 will be eligible for a complete net tuition refund.
- Fall courses dropped after August 1 but before the first day of the semester will be eligible for an 85% refund of net tuition.
- Courses dropped after the start of the **fall or spring semester** but on or before the second Thursday of the semester will be eligible for a 75% refund of net tuition.
- Courses dropped after the second Thursday of the semester has passed no longer generate a refund.
- Spring courses dropped after the second Friday in December but before the first day of the semester will be eligible for an 85% refund of net tuition. Families who decide to drop a Spring course after the second Friday of December because of a failing Fall semester grade will be eligible for a complete refund of net tuition for that course's second semester.
- Any course dropped because of a cancellation or schedule change made by Heritage Academy will qualify to receive a full refund of net tuition.