



Heritage Academy Enrollment Checklist & Coversheet

Family Name:

Please use this checklist to make sure you have included all necessary forms due 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.

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: Medical Release Form *If Information Changed*

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 New Families ONLY: Media 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 Highschool this Academic School Year

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.

For Staff Processing:

- Approved by Academic Advisor

Dropping and Adding Academic Courses

Families may drop or add courses by submitting a *Change of Schedule Form* to the office. This form may be printed from Heritage Academy's website.

A \$15 drop/add fee will be assessed for every *Change of Schedule 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 is passed, in which case no portion of the participation fee will remain eligible for the 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 Dropped before August 1 = **100% refund**

FALL Dropped after August 1 but before the first day of the semester = **85% refund**

BOTH SEMESTERS Dropped after the start of semester, but on or before the second Thursday of the semester = **75% refund**

BOTH SEMESTERS Dropped after the second Thursday of the semester = **0.00 refund**.

SPRING Dropped after the second Friday in December, but before the first day of the semester = **85% refund**

SPRING Dropped after the second Friday of December due to failing grade = **complete refund of second semester tuition**

SPRING Dropped because of a cancellation or schedule change made by Heritage Academy = **full refund of net tuition**