



South Heights Christian Classes Registration and Enrollment Policies



Registration

The fee of \$45 is a one-time payment per year per family that helps cover the costs of communication, administration, legal fees, and insurance. Complete the first page of the Family Registration & Enrollment Form and mail it with your check for \$45 **payable to South Heights Christian Classes**.

Tuition Fees

Fees listed are per class per student per semester. This payment covers tutor payment and class supplies, plus on-site administrator, administrative expenses, and facility rental. Complete the enrollment section of the Family Registration & Enrollment Form by listing your student's name in the desired classes and circle the desired periods.

Payment Options

1. OPTION ONE - You may pay the full payment for the class at the time of registration. This holds your place in a class. **\$82 is non-refundable unless the class is full or canceled** by South Heights.
2. OPTION TWO - You may pay partial payment (see registration form for amount) at the time of registration. This holds your place in a class. Once again, **\$82 is non-refundable unless the class is full or canceled** by South Heights. The final payment is due 2 weeks prior to the first day of class.
 - ✓ Note that either way you pay, all checks are distributed to the tutors at the same time. Tutors will receive all checks 2 days prior to the first day of class.
 - ✓ Checks are to be made **payable to the tutor** and **mailed to South Heights** with the Family Registration & Enrollment Form.

Materials

Please see each individual class description for instructions regarding any necessary materials and texts.

Withdrawing from a Class

Students withdrawing within 24-hours after the end of the 2nd day of classes must notify South Heights by emailing info@southheights.net or calling 612-405-4435. The full tuition amount less the \$82 withdrawal penalty will be refunded. *Students withdrawing more than 24 hours after the 2nd week of classes will receive **NO** refund.*

Late Enrollment

New students will be accepted up to the 3rd week of class if space is available and the tutor approves.

Class Sizes

Please note that a minimum and maximum class size has been set for each class. Therefore, your quick enrollment in a class will help ensure that the class is offered and/or that there is room for your student before the class reaches its maximum limit.

Mailing Address and Contact Info

South Heights Christian Classes, 10641 Johnson Road, Bloomington, MN 55437

General and Class Questions: info@southheights.net

Billing Questions: registration@southheights.net

Website: www.southheights.net

1st Semester – Everyone is considered a NEW FAMILY. All should follow the “New Family” Steps.
2nd Semester – Continuing families should skip down to the “All Families” Steps.

NEW FAMILIES

- Complete the Legal and Medical Release Form.
- Complete the 1st page of the Family Registration and Enrollment Form. *Be sure to read and sign the statement at the bottom!*
- Put these forms with a \$45 check made payable to South Heights in an envelope addressed to South Heights.

ALL FAMILIES

- Complete the enrollment section of the Family Registration & Enrollment Form by listing your student’s name in the desired classes and circle the desired periods.
- Prepare individual tuition checks made payable to the tutor(s) for either the full amount or partial down payment. Mail these with the Family Registration and Enrollment Form to South Heights.
- **If you paid only a partial payment** at the time of registration, then mark your calendars for the “final payment due date” which is two Thursdays prior to the first day of class! 😊
- Purchase textbooks and materials for each class once you’ve been notified that a class is confirmed.
- In August, mail any final payments due if you did not pay in full. Once again, make the checks payable to the tutor(s). But mail the checks to South Heights. Be sure they are postmarked by the Thursday two weeks prior to the start of South Heights! 😊 Thank you!

New Families

(Everyone is “NEW” 1st semester!)

