



# 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.

## Payments

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.

- ✓ Note that all checks are distributed to the tutors the week before classes begin.
- ✓ 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 2<sup>nd</sup> day of classes must notify South Heights by emailing [info@southheights.net](mailto: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 2<sup>nd</sup> week of classes will receive NO refund.*

## Late Enrollment

New students will be accepted up to the 3<sup>rd</sup> 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](mailto:info@southheights.net)

Billing Questions: [registration@southheights.net](mailto:registration@southheights.net)

Website: [www.southheights.net](http://www.southheights.net)

# South Heights Christian Classes Registration and Enrollment Procedure

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

**NEW FAMILIES**

- Complete the Legal and Medical Release Form.
- Complete and sign the Code of Conduct Agreement.
- Complete the 1<sup>st</sup> 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 the full amount. Mail these with the Family Registration and Enrollment Form to South Heights.
- You should receive a class confirmation via email in early July.
- Purchase textbooks and materials for each class once you’ve been notified that a class is confirmed.

## New Families

(Everyone is “NEW” 1<sup>st</sup> semester!)

