



South Heights Christian Classes Registration and Enrollment Policies



Establish Access to South Heights Registration System

Click [HERE](#) and follow the prompt to [Request Membership in South Heights Christian Classes!](#)
Fill in the online form completely. The administrators will provide you with access to our system!

Family Fee

Upon signing up for membership, you will be charged a FAMILY FEE of \$50.00. The Family Fee is a one-time payment per year per family that helps cover the costs of communication, administration, legal fees, and insurance. You can bring this payment to our Open House or mail it to our Registrar. Make your check for \$50.00 **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. After you have registered online, you will be invoiced for the cost of each class.

Payments

You must pay the full payment for the class at the time of registration, payable to the specific tutor. This holds your place in a class. **\$82 is non-refundable unless the class is full or canceled** by South Heights. Mail your check payment to our Registrar within ONE week or your student's registration will be dropped. You may bring your payment to our Open House if you register on opening day!

- ✓ 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**

Materials

Please see each individual class description on our main website 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

South Heights Christian Classes Registration and Enrollment Procedure

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

- Establish access to South Heights Online Registration System by becoming a Member Family. Click [HERE](#) and follow the prompt to [Request Membership in South Heights Christian Classes!](#)
- Complete the Legal and Medical Release Form.
- Complete and sign the Code of Conduct Agreement.
- Put these forms with a \$50 check made *payable to South Heights* in an envelope addressed to South Heights for the annual FAMILY FEE.

ALL FAMILIES

- When registration opens, register online by selecting desired classes and desired periods for your student(s).
- Prepare individual tuition checks made *payable to the tutor(s)* for the full amount for each class. Mail these with the Family Fee check, the Legal & Medical Release Form, and the Code of Conduct Agreement to South Heights. [10641 Johnson Road, Bloomington, MN 55437]
- Purchase textbooks and materials for each class once you’ve been notified that a class is confirmed.

New Families

(Everyone is “NEW” 1st semester!)

