



Continuous Enrollment Q & A

Our desire is to make continued enrollment at East Linn Christian as easy as possible for our families. This is why we are implementing Continuous Enrollment.

What is re-registration for?

Re-registration is an annual data collection process that schools use to update enrollment records of the current student body. This information is used as the school makes plans for the following school year. Basically, the simple question is: "Are you coming back to school next year, because we need to know how many students we will have on the first day of school?"

Why does re-registration matter? And why do we go through this every year?

The administration does a lot of planning to ensure that we're prepared to effectively educate each student, every year. Until ELC families "sign on the line" that they're coming back each year, we can't make solid plans for staffing, preparing facility usage, purchasing instructional materials, curriculum, and classroom furniture. We take the stewardship of tuition dollars entrusted to us very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

I have no plans to change schools - Can't I just stay enrolled?

Up until this point, re-enrollment has been an "opt-in" program. We annually ask every family, "Are you coming back?" In a sense, we've been penalizing the vast majority of families by forcing you all to go through this process every year. For instance, in a typical school year, 94% of our student body returns, yet ALL families are asked to go through re-enrollment for the sake of the 6% that chose not to return.

Continuous Enrollment flips that script. Rather than an "opt-IN" annual re-enrollment process, ELC's enrollment will become an "opt-OUT" process. In other words, once your child is enrolled, your child will remain enrolled, re-registration will no longer be necessary.

If at some point something changes and you need to withdraw from enrollment, a "discontinue my enrollment" form will be available for you to use to "opt-OUT", or withdraw from enrollment.

What will the “re-registration process” look like this year?

Enrollment for current families will open in February when the new Tuition and Fee Schedule is published. An Annual Commitment Fee (\$150 per student) will be billed to your account. This fee can be paid in one payment or paid over three months (March, April, and May).

A simple communication reminder will be sent out to families who have not set up their continuous enrollment plan - notifying them to complete the continuous enrollment process, or fill out the withdrawal form by April 1st.

What happens if I don't pay the Annual Commitment Fee by May 1st?

For the 2021 -2022 school year, an Annual Commitment Fee will be charged to your account in March. If not paid by May 1st the withdrawal process will be initiated and your child will be dropped from enrollment. The spot reserved for your child will be offered to a student on the waiting list.

If the family at some point decides they would like to re-enroll, they will be required to complete the initial “new student” registration and enrollment process.

What if we need to withdraw early?

The school's budget and staffing for the upcoming school year is based on the number of students enrolled in June. 100% of the income received from tuition is used to cover employee salaries. When a student withdraws during the school year, the loss of income significantly affects the school's ability to pay teachers who have been contracted to work a full school year. With this in mind, the school is implementing the following policies regarding tuition reimbursement:

1. An, early withdrawal penalty, equal to 10% of annual tuition will be assessed when a student withdraws early resulting in a breach of annual contract.
2. Families are responsible for paying tuition for every month they are enrolled regardless of school breaks. For example, if a family moves on April 15th they will be responsible for the entire April amount.
3. If a student withdraws from school early due to an unforeseen circumstance, the Board will consider waiving the early withdrawal penalty. Any outstanding balance of fees will be billed to the family.

We understand unforeseen circumstances happen and this may change your ability to continue with East Linn Christian. In the event of a major life change/unique circumstance like moving 40+ miles away from the school, or a loss of income, the Board of Director will consider the circumstance and may waive the financial penalty.

How is continuous enrollment different?

Under the traditional enrollment model, families have to keep re-enrolling every year. Continuous Enrollment is a once-and-for-all process. Once you complete the tuition plan, you'll never have to deal with re-enrollment again (unless you withdraw and decide to return).

In the event that things change, and it becomes necessary for you to withdraw, you'll have until May 1st each year to notify the school.

What exactly am I agreeing to regarding “continuous enrollment”?

1. Continuous Enrollment assumes my student(s) remains enrolled until I request otherwise.
2. I will have until May 1st each year to notify the school if enrollment plans change.
3. An early withdrawal penalty is assessed to decrease the level of financial burden put on the school when a student withdraws early:
4. East Linn Christian recognizes that unique circumstances happen and family plans are sometimes forced to change. In such events, families are able to appeal to the Board to receive exemption for penalties due to early withdrawal.

When will continuous enrollment go into effect?

Continuous Enrollment will start in February 2021.

What do I get out of this?

Simplicity and guaranteed placement – With increasing enrollment, we are either at or near capacity in many of our grades. Under the current circumstances the demand for enrollment is significantly increasing. By using continuous enrollment, a seat for your child(ren) is ensured through graduation.

How do I sign up for continuous enrollment?

Families will set up their payment plan in their family portal in FACTS. Easy step-by-step instructions will be provided in February. The school's enrollment manager, Lindsey Garber will also be available to walk you through the process.