



CONTINUOUS ENROLLMENT

REMINDER: GCA implemented continuous enrollment during the 22/23 enrollment cycle!

What is Continuous Enrollment?

You may recall that GCA's enrollment packet includes information about continuous enrollment (see below). This agreement indicates that students will remain enrolled at GCA through graduation unless terminated by a parent/guardian or the school.

I understand and agree that this contract extends until the graduation of the student(s) from GCA. I understand the term of this agreement is in effect from the date of enrollment, and will automatically renew each subsequent academic year until graduation from GCA. This agreement may be terminated by GCA or by me. If my student(s) will not be returning the following school year, I assume all responsibility for notifying GCA in writing by February 1st of the current year.

Why Continuous Enrollment?

- **Practicality:** There's no longer a need for families to complete the re-enrollment packet! This is a more convenient and efficient process than re-enrolling each year.
- **Placement:** Continuous enrollment guarantees a spot for your student(s) prior to open enrollment for new students.
- **Planning:** This provides GCA with the necessary time to evaluate staffing, programs, curriculum, and facility usage for the upcoming school year.
- **Progression:** GCA recognizes the value of a long-term partnership with families and the benefits of a seamless transition for students as they progress from Lower School through High School.

If your student is returning:

If you wish to stay on your current payment plan, *you don't have to do anything!* On February 1st, your student will be moved to an enrolled status for the 24/25 school year and the \$100 re-enrollment fee will be billed to your FACTS account.

If your student is returning and you wish to change your FACTS payment plan:

Please complete the [Change of FACTS Payment Plan form](#).

If you are withdrawing or do not want to re-enroll your student at this time:

[The Intent to Withdraw Form](#) only needs to be completed *before February 1st* if:

- You do not wish to re-enroll for your student(s) for the 24/25 school year.
- You do not wish to re-enroll your student *at this time*. You may enroll at a later date if there is space in your child's class. Please email admissions@gcak12.org to inquire about capacity.

What if I'm unsure of my plans for next year or if I'm not ready to be billed on February 1st?

- We understand! Please complete the [Intent to Withdraw Form](#) to indicate that you don't want your student to be re-enrolled on February 1st. We will move your student to a withdrawn status, then when you're ready to enroll, please inform our Admissions Department by emailing admissions@gcak12.org. However, we will open applications to the public on February 5th and expect to reach capacity in many or all of our grades, so *please don't wait*, as your student's seat will not be held.

What are the terms of the contract?

- The agreement is in effect from the date of enrollment and will automatically renew each subsequent academic year until graduation unless it is terminated by GCA or terminated by you.
- The agreement assumes continued adherence to GCA's Statement of Faith, Parent Statement of Cooperation, Handbook, Chromebook Contract, and Student Electronic Use Policy, as well as the same selections for medical treatment, emergency contacts, authorized pickups, athletic and trip participation, media release. These documents and your selections can be reviewed in the FACTS Family Portal at any time.
- You assume all responsibility for completing the [Intent to Withdraw Form](#) before February 1st to notify GCA if your student(s) will not be returning for the 24/25 school year.

Can I opt out of my agreement?

- Yes, simply complete the [Intent to Withdraw Form](#) before February 1st to indicate your intent to withdraw your student(s) at the end of the 23/24 school year. We'd love to discuss this further with you, so don't be surprised if we reach out! If you don't complete the form prior to February 1st, your student(s) will be enrolled for the 24/25 school year and the re-enrollment fee will be billed to your account.

How do I update information I may have reviewed each year during the re-enrollment process?

- Please log in to the [FACTS Family Portal](#) and visit the School/Web Forms section at any time to review documents and/or update student/family information or medical forms.

Questions? Please contact Kelly Nichols, Director of Admissions, at admissions@gcak12.org or Tracy Snell, Director of Finance, at tsnell@gcak12.org.