



Dear Parents:

We are excited to begin the process of course optioning for *Winter Term 2019*. Please read this entire email carefully, even if you have had multiple children complete Intersession courses, critical dates and policies are outlined below.

Winter Term dates are January 7-18, 2019. Please be sure to read course descriptions completely noting that some courses may meet or travel on dates or times outside of these dates or normal school hours.

Important Dates - Course Optioning Process

- 1. Today, April 19** –link in this email to the PowerPoint presentation and course descriptions for Winter Term 2019, please view it together as a family over the weekend and begin discussing choices for your student(s).
- 2. April 20** – Upper 9-11 students will see a presentation of the course offerings with their homerooms during the extended homeroom schedule.
- 3. April 23** – Upper 8 students will see a presentation of course offerings with their SDL groups.
- 4. Between April 23 and May 1** - Complete the Winter Term 2019 Course Optioning web form (available starting April 23) located on the Intersession web page [myIntersession](#). An email receipt will be sent to the parent email which you supply in the web form. The email receipt is confirmation that the web form completed successfully. If you do not receive an email after completing the form, please check your spam folder, and redo the web form if no email appears. Please print your email receipt, sign and submit it with the required parent or guardian signature either to the desk in Miracle Commons, the front desk at the Upper 7-8 Office or scan and send by email to Intersession@chca-oh.org.
- 5. May 1 by 3:30 pm – Deadline to be considered on time.** If turned in on time, *priority in course assignment* is based on seniority*. All course options turned in by the deadline are considered in one batch; no priority is given based on submission date. Students who do not get placed in one of their top choices will be placed on waiting lists for those courses. Waiting lists are generated using blind lotteries.

*A note about international travel and *priority in course assignment*: Course placement during any given Intersession, students who have not traveled internationally are given priority for international trips over those in their grade who have traveled internationally in their 9-12 school years. There is no consideration of distance traveled or type of trip, only whether the trip was designated international.
- 6. May 18** – The email entered on web form during course optioning will receive an email confirmation of *tentative* student placement. To hold that place, official registration and deposit (if applicable) must be completed via our online registration and payment system (UltraCamp) which will open on Friday, **May 18**.
- 7. June 1 – Deadline to complete registration and pay deposit via UltraCamp** to keep student's place in the assigned course.
- 8. June 6** – Students assigned to a course with a waitlist who have not completed their UltraCamp registration and paid the deposit will be removed from the course and a student from the waitlist will be placed in the course.
- 9. Starting June 15** - Students who have not completed their UltraCamp registration and paid the deposit **will incur a \$50 Late Fee**.

Course Registration and Payment Process

All registrations and payments will be handled through **UltraCamp**.

	Winter Term 2019 Payment Schedule			
	Deposit @ registration	Automatic Payment #2	Automatic Payment #3	Automatic Payment #4
Course Cost	by 6/1/18	8/3/18	9/7/18	10/5/18
\$1-49	full payment			
\$50-199	\$20	no payment	remaining balance	
\$200-749	\$50	no payment	50% of the remaining balance	remaining balance
\$750-1499	\$200	no payment	50% of the remaining balance	remaining balance
\$1500-1999	\$500	no payment	50% of the remaining balance	remaining balance
\$2000+	\$500	50% of the remaining balance	50% of the remaining balance	remaining balance

Students not enrolled in a course by the end of the second quarter of the 2018-19 school year will be automatically placed in a low cost local option. If extenuating circumstances exist which preclude a student from registering in a timely fashion, please contact the Intersession Coordinator (Interession@chca-oh.org) before the June 1 deadline.

Intersession Refund Policy

All deposits are non-refundable and non-transferable. If a student drops a course or is removed for disciplinary reasons, any money paid beyond the deposit may also be unavailable for refund. In accordance with our attendance policy, students absent from two or more classes 15 or more days may not be allowed to travel and any monies paid toward their course are non-refundable.

Post completion of Winter Term 2019, after all expenses have been paid, any remaining funds in a course account will be dispersed as follows: Amounts \$25 or greater per paying participant are applied to an outstanding balance owed to CHCA or issued a refund check. Lesser balances are deposited to a central account that funds future needs of the Intersession program. Any questions regarding refunds should be directed to Deborah DeGroft (Deborah.Degroft@chca-oh.org) in the Business Office.

Tuition Payments and Intersession

To be placed in and participate in a Winter Term 2019 course, families must be enrolled for the 2018-2019 school year and current with their tuition. If not current, a payment plan must be established regarding tuition with the Business Office. The CHCA policy is that tuition payments take precedence over Intersession payments. Therefore, if a student is not current with tuition, automatic deductions for Intersession through Ultra Camp will be applied to tuition payments first. Course selection for students receiving tuition assistance may be reviewed by the Business Office.

Winter Term 2019 Course Offerings

Our Intersession has been a signature program for over a decade at Cincinnati Hills Christian Academy. If you have not already done so, please watch the short video By Dr. Nicholas titled "Intersession: Process, Placement, Options Explained" [here](#). Then view the presentation and explore the Course Descriptions online available now on the [myIntersession](#) webpage and discuss with your student(s) the courses available. We understand that written description of the courses cannot answer every possible question that you might have, so please feel free to email the faculty member leading the course directly. They would love to tell you more about their courses and the opportunities afforded your child through this year's Intersession. Please address general Winter Term 2019 questions to Intersession@chca-oh.org. We are excited about how our students will "engage God's world," from Cincinnati to countries around the world!

In Christ,



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Revised 04/17/18