



Christian Heritage Academy

1100 East 42nd Street, Brooklyn, NY 11210
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“Every Student A Scholar”

March 27, 2009

Subject: Re-Registration for 2009-2010 School Year for Pre-K4 Students (March 2nd – April 17th, 2009)

Dear Parent/Guardian:

We are happy to continue offering quality Christian Education to all our students. To assure that your child can continue receiving all that CHA has to offer, please follow the instructions listed below. *Pre-K4 students who will be entering Kindergarten will receive a special arrangement with regards to the payment plan, as detailed in the attached outline.* It is vital that the schedule be followed closely to meet all assigned deadlines.

Dates for General Re-Registration First letter of last (family) name

- **March 30-April 3** **O - Z**
- **From March 16 to April 17, the discounted re-registration fee is \$50.00 for all returning students in Pre-K4.**
- **Please note that all returning students who register after April 17th, 2009 will receive no discount and will be charged the regular registration fee of \$100.00.**
- Changes for the upcoming school year are listed in the attached outline.

All re-registration will take place in the school office, located at 1100 East 42nd Street, between 8:00 a.m. and 4:30 p.m. The office will be open during the Easter break with the exception of Good Friday, April 10, 2009. If you miss the re-registration dates assigned to your name, please come to the office at your earliest convenience to complete the process.

Also, as a reminder, we accept cash, Visa, MasterCard, Discover, checks and money orders. Please make checks or money orders payable to Christian Heritage Academy.

We look forward to your return. If you have any questions, do not hesitate to call the office at (718) 377-5682 between 8:00 a.m. and 4:30 p.m.

Sincerely,
Cheryl Hill
Administration

2009 TUITION CHANGES

- Tuition No Change
- Graduation No change
- Payment Plan Parents' social security number or tax ID number will be required. If the parents do not have one, a guarantor will be required to co-sign on the financial contract.
- Fees PK – new rate is \$250 (part of payment plan – not separate)
K-12 – new rate is \$500 (part of payment plan – not separate)
Late Fee – \$45
Returned Check Fee – \$35
- Payment Plan Fee \$45 per family (if the payment plan is used)
- Deposit **July Payment** (special arrangement for returning Pre-K4 students **only**; deposit for other returning students must be made in June)
- Refunds Certain conditions apply

APPROVED DISCOUNTS

1. Full Prepayment 5% discount off tuition only, payable by **August 21, 2009**
2. Early Registration 50% discount off re-registration fee – **March 2-13, 2009 ONLY**
3. Referral Discount 1 month's tuition – 2 or more registered referrals who attend school that year