

LIFE Classes Registration Policies

- You must be an **HPHE Member** to register for LIFE Classes.
- Registration is **ONLINE ONLY** (Online Registration Instructions on last page of this document)
- Online Registration begins at **9:00 a.m.** on the first day of registration.
- Registration is first come, first served. There is no waitlist option.

Fees & Payments:

- **Family Registration Fee: Must be paid at time of registering to hold your spot.** Registrations without this payment will be automatically deleted.
- **All class fees are due January 2nd.**
- Class tuition must be paid in full by orientation day (fall)/first day of classes (spring) for a student to be allowed to attend classes.

➤ If you have an unpaid balance on your account from previous semester, you will be blocked from registration until your balance is paid in full.

➤ The material fees are added with your class registration fee.

➤ **Monitor Opt-Out Fee:** Due at time of registering.

➤ **Registration payments:**

We accept Online Payment through website (Preferred method) and checks.

(More details on the [Tuition & Fees](#) page)

Add/drop guidelines:

➤ **The grid will stay open for you to make any family changes until November 30th.** You can add/remove your child from a class during this time.

➤ **After November 30th, dropped classes are not refunded, 100% material fee refunded. Registration family fee is non-refundable.**

➤ After **November 30th** you will need to fill out the online **add/drop form** that is automatically emailed to the Registrar.

- **Class Cancellation:** Classes that have not reached a minimum of **5** students by **December 28th** will be automatically cancelled. Parents will be notified of this cancellation and offered another class choice if applicable.
- **Year-long Classes:** You must register again (as normal) for the 2nd semester.

Your family's class schedule will be online under your account. You can check class status anytime.

- **High School Student Volunteer:** MUST register as a volunteer for any hour.
- **K-1 Classes:** Students must be **5 yrs. old on the first day of class** to enroll in these classes.
- **All students on campus during LIFE Classes must be in an enrolled class, with their parent, or off campus.** Students are not allowed to roam freely on the premises including after classes dismissal.

Study Hall: The study hall is offered for a \$25 charge and **should be selected during online registration. Registration for study hall is limited to only one hour, per family.** There is also

a designated room for parents where they may sit with their children as they do work during a period that they do not have a class.

- Families must update their member profile with current emergency contacts and child's current grade and information.

Monitor Duty/Opt Out Option:

- Parents are required to complete a monitor duty or pay the opt out monitor fee: **\$60** before orientation day/**\$80** after that day.
- Monitor Duty Sign-Up will be open with online registration.
- All monitors must complete the online **background check** form for the one family member that will serve as a monitor. **This online form must be submitted during Class Registration.**
- **NO monitor may have their children with them while they are monitoring.** This is for both liability and safety reasons. The staffed nursery and study hall are available for your children, free of charge, while you monitor, and they are not in class.

LIFE Classes Orientation Day (Fall Semester only):

- **Students and parents must attend orientation together.**
- Late enrollments and payments on accounts will be received in the Welcome Center from 12:15-12:45 p.m.
- **The main orientation will begin in the sanctuary at 1:00 p.m.**
- Families will then attend an abbreviated class schedule to meet teachers, visit classrooms, and get basic information about class formats and expectations.

Additional questions can be directed to the LIFE Classes Coordinator at hphelcc@gmail.com

Online Registration Instructions

Using your membership information, login at www.highpointhomeeducators.com

- Place your cursor over the Life Classes tab (left side of the front page)
- From the drop downs, click on “Spring Classes Registration/Monitor Duty”

- At the Family Registration Fee box (located directly above the class schedule) for the semester, click on Spring Family Registration Fee. Select only 1 child to register (this will register your whole family)
- Scroll down to the Class Registration Schedule and click on any class to view the class description, the syllabus, the materials needed, the advisor info, etc.
- To register your child for the class, just check the box by your child's name and click Register. The system will NOT let you register for more than one class per class hour.
- Repeat this process for every hour for each child.

Add/Remove Classes:

- Click the top right of the page that reads "Manage Class Registrations" and remove classes for any child.
- You can then select another class for that child during that hour.

Questions about registration? Issues with login or online account?

- Please use the Contact Us menu link located on our website homepage.