

## LIFE Classes Registration Policies

- ✦ You must be an [HPHE member](#) to register for LIFE Classes.
- ✦ Registration is **ON-LINE 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.

### 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 **May 31st**.
- ✦ Class tuition must be paid in full by orientation day 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 PayPal (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 May 31<sup>st</sup>**. You can add/remove your child from a class during this time.
- **After May 31<sup>st</sup>**, dropped classes are not refunded, 100% material fee refunded, **Registration family fee is non-refundable.**
- **After May 31<sup>st</sup>**, 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 4 students by **July 26<sup>th</sup>** 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.
- ✦ There is **NO study hall offered**. Instead, we will have 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.
- ✦ Must update your profile with current emergency contacts and your child's 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 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:**

- ✦ **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.**
- ✦ The main orientation will begin **in the sanctuary at 1:00.**
- ✦ Families will then attend an abbreviated class schedule in order 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](mailto:hphelcc@gmail.com)**

## Online Registration Instructions

- ✦ Using your membership information, login at [www.highpointhomeeducators.com](http://www.highpointhomeeducators.com)
- ✦ Place your cursor over the Life Classes tab (left side of the front page)
- ✦ From the drop downs, click on “Class Registration /Monitor Duty”
- ✦ At the Family Registration Fee labeled for the semester, click on Family Fall Class Registration Fee.
- ✦ Choose only 1 child to register (this will register your whole family)
- ✦ Scroll down to the Class 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.