

LIFE Class Registration Spring 2019

PLEASE READ THIS THOROUGHLY!

- You must be an HPHE member to register for LIFE Classes.
- Read the [LIFE Classes Handbook](#) with your students
- Registration is ON-LINE ONLY (Online Registration Instructions on the next page)
- Registration begins November 12th at 7am for current members.
- Registration will open to new members on November 19th at 7am.
- Registration is first come, first served.
- LIFE Classes Family Registration fee (\$45) is due at the time of enrollment.
- If you have an unpaid balance on your account, you will be blocked from registration until your balance is paid in full.
- All class fees are due January 7th.
- Class tuition must be paid in full for a student to be allowed to attend classes.
- The material fees will be added online with your class registration fee.
- After January 7th, dropped classes get 50% refunded, 100% material fee refunded, Registration family fee is non-refundable.
- Add/drop guidelines: The grid will stay open for you to make any family changes until January 7th. You can add/remove your child from a class or waitlist during this time. After January 7th, you will go on the website and fill out an add/drop form that is automatically emailed to the appropriate registration assistant.
- You must register again (as normal) for year-long classes for the 2nd semester.
- Your family's class schedule will be online under your account page (this will not be emailed to you). You can check class status anytime.
- Update your profile with current emergency contacts and your child's information.
- High School Student Volunteer: MUST register as a volunteer for any hour.
- Students must be 5 yrs old on the first day of class to enroll in K-1 Classes.
- All students must be in a class or with a parent in the assigned parent room. Students are not allowed to roam freely on the premises including before classes start or after classes dismissal.
- Monitor Duty/Opt Out Option: Parents are required to complete a monitor duty or pay the opt out monitor fee (\$60 before First Day of Classes, \$80 after that day).
- Monitor Duty will be open with online registration.
- Must complete the online [background check form](#) for the family member that will served as a monitor. This online form must be submitted during Class Registration.

- Classes that have not reached a minimum of 4 students by January 4th will be automatically cancelled.
- We encourage online payments! Please help us to decrease time involved in processing payments. You can PayPal without a PayPal account!

Online Registration Instructions

- Using your membership information, login www.highpointhomeeducators.com
- Place your cursor over the Life Classes tab (left side of the front page) and click "Register for Classes/Monitor Duty"
- At the Family Registration Fee tab, 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 and you can ONLY waitlist if you DO NOT have a class for that hour.
- Repeat this process for every hour for each child.
- Add/Remove Classes: Click the top right of the page that reads "View Register for Classes/Monitor Duty Summary" and remove classes for any child.
- You can then select another class for that child during that hour.
- Class Material fees are included in the Class fee.
- You also can watch the registration instruction video on how to register. Link below:
PLEASE WATCH REGISTRATION VIDEO!
<https://www.youtube.com/watch?v=svOpUwcjm9I&index=3&list=PLkCqAHudPQyhH7vNGUE9NezMNk4tPlxHt>

Registration Team

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