

*Encouraging Learning,
Strengthening Families,
Inspiring Legacies for God's Glory.*

CIRCLE CHRISTIAN SCHOOL

Course and Program Registration Information



Encouraging Learning

This part of the mission at Circle Christian School is realized by offering a wide range of options to our students. Since its foundation in 1985, Circle has served the educational needs of Central Florida students and families.

Circle provides families two educational options. In the *university hybrid approach* a student attends courses one or more days a week receiving the accountability benefits of face-to-face instruction in a private-school environment, while also working at home with the active involvement of parents partnering in the education of their child. Circle also offers families a traditional *homeschool approach*. In both choices, Circle provides administrative oversight and academic structure coupled with an extensive support and activity network.

The school utilizes three campus locations (Winter Park, Oviedo, and Winter Springs) to provide convenient access for the students we serve. Circle provides an accredited academic program as well as outstanding athletics and arts opportunities for its students.

All enrolled students at Circle have the option of participating in campus courses and programs. All CCS offerings are designed to partner with, guide, and support our families in their educational choices, and provide a community with which to share the educational journey. The following pages provide information needed to register for Circle courses and programs. These pages include instructions and a schedule grid of all the offerings at each of the three campuses. There is also a worksheet (page 12) to assist you in making your course selections. We invite you to carefully consider the information presented here and use those items that will most enhance your student's educational experience.

Campus Locations

Circle courses and programs are offered at three locations. Students may enroll in courses at any location, however, some offerings may have limited availability. Consult the schedule grid below for specific locations and times.

1. Winter Park

Calvary Orlando

1199 Clay Street, Winter Park, FL 32789
Lower and Upper School Programs

2. Winter Springs

Foundry Church (formerly Metro Church)

1491 E. State Road 434, Winter Springs, FL 32708
Upper School Programs

3. Oviedo

CrossLife Church (formerly First Baptist Church Oviedo)

45 W. Broadway Street, Oviedo, FL 32765
Lower School Programs

Course and Program Participation Fees

For those who choose to participate in campus courses and programs, additional participation fees apply. See the *Fee Summary* for complete details, circlechristianschool.org/family-planning-guide/.

Course and Program Registration Dates for the 2018-19 School Year

- February 21, 2018 registration opens for currently enrolled students
- March 7, 2018 registration opens for newly enrolled students
- June 14, 2018 registration closes for all courses and programs



Lower School Schedule and Course Numbers

The lower school program day is from 8:45am to 1:50pm. Extracurricular and arts electives are scheduled are from 2:00pm to 3:15pm. Note campus location when selecting course numbers.

Oviedo Campus - CrossLife Church				Winter Park Campus - Calvary Orlando			
Monday		Thursday		Tuesday		Friday	
Explorations K	201	Foundations K-1	221	Explorations K	401	Foundations K-1	124
Explorations 1	202	Foundations 2	222	Explorations 1	102	Foundations 2	122
Explorations 2	203	Foundations 3	223	Explorations 2	103	Foundations 3	123
Explorations 3	204	Foundations 4	224	Explorations 3	104	Foundations 4	124
		Foundations 5	225			Foundations 5	125
		Foundations 6	226			Foundations 6	126
Frameworks 4	206			Frameworks 4	405	Frameworks 4	127
Frameworks 5	207			Frameworks 5	406	Frameworks 5	128
Frameworks 6	208			Frameworks 6	407	Frameworks 6	129
Extracurricular		Extracurricular		Extracurricular		Extracurricular	
Kids at Play K-6	215	Kids at Play K-6	236	Kids at Play K-6	115	Kids at Play K-6	136
SCourageous Science K-1	214	Amazing Artists 4-6	231	SCourageous Science K-1	414	Amazing Artists 4-6	135
SCourageous Science 2-3	216	First Stage Players K-3	234	SCourageous Science 2-3	416	First Stage Players K-3	133
SCourageous Science 4-6	213	Circle Theatre Kids 4-6	233	SCourageous Science 4-6	413	Circle Theatre Kids 4-6	132
Extreme STEAM 4-6	218			Extreme STEAM 4-6	418		
Amazing Artists 4-6	217						

Classes listed with a **strikethrough** are full. Additional registrations will be placed on a waiting list.



Upper School Course Numbers

Use these course numbers to register for upper school classes. Note the locations, days, and grade levels for each item. Some classes are two days per week, others meet only once per week.

Fundamentals Middle School Offerings: Winter Park (H) Honors, high school credit

	TUESDAY		FRIDAY	
First Period	World History (7) Sec. A Stewart →		World History (7) Sec. A Stewart	507
8:30-9:45 am	English (7) Sec. B Bryant →		English (7) Sec. B Bryant	526
	(H) Algebra 1 (8) Sec. B Carlson-Greenough →		(H) Algebra 1 (8) Sec. B Carlson-Greenough	523
	(H) Physical Science (8) Sec. A Miller →		(H) Physical Science (8) Sec. A Miller	501
	Study Hall 550		Study Hall	551
Second Period	World History (7) Sec. B Stewart →		World History (7) Sec. B Stewart	527
9:50-11:05am	English (7) Sec. A Bryant →		English (7) Sec. A Bryant	506
	(H) Algebra 1 (8) Sec. A Carlson-Greenough →		(H) Algebra 1 (8) Sec. A Carlson-Greenough	503
	(H) Physical Science (8) Sec. B Miller →		(H) Physical Science (8) Sec. B Miller	521
	Study Hall 552		Study Hall	553
Third Period	Pre-Algebra (7) Sec. A Carlson-Greenough →		Pre-Algebra (7) Sec. A Carlson-Greenough	502
11:10am-12:25pm	Life Science (7) Sec. B Miller →		Life Science (7) Sec. B Miller	524
	Civics (8) Sec. A Stewart →		Civics (8) Sec. A Stewart	505
	English (8) Sec. B Bryant →		English (8) Sec. B Bryant	528
	Study Hall 554		Study Hall	555
Fourth Period	Pre-Algebra (7) Sec. B Carlson-Greenough →		Pre-Algebra (7) Sec. B Carlson-Greenough	522
1:00-2:15 pm	Civics (8) Sec. B Stewart →		Civics (8) Sec. B Stewart	525
	Life Science (7) Sec. A Miller →		Life Science (7) Sec. A Miller	504
	English (8) Sec. A Bryant →		English (8) Sec. A Bryant	508
	Study Hall 556		Study Hall	557
Fifth Period	Intro to Culinary (7-8) Cheesman 540		STEM Quest (7-8) Cole	516
2:20-3:30pm	3-Dimensional (3D) Studio Art 1 (7-12) Miller 533		Songwriting Essentials/Music Techniques (7-12) Sec.C Bryant	534
	Study Hall 558		Study Hall	559

Classes listed with a **strikethrough** are full. Additional registrations will be placed on a waiting list.



High School Offerings: Winter Park

(H) Honors (DE) Dual Enrollment

	TUESDAY		FRIDAY	
First Period	(H) Humanities 9 - 1 of 4 Moore	→	(H) Humanities 9 - 2 of 4 Moore	→
8:30-10:00 am	(H) Algebra 2 (10-12) Mosely	→	(H) Algebra 2 (10-12) Mosely	611
	(H) English 1 (9) Westcott	601	Spanish 2 (11-12) Herrera	649
	(H) Am. Government/Economics (11-12) Warren	615	(H) Chemistry 1 Sec. B (10-12) Snyder	631
	The Art of Clean Cooking [PARENTS ONLY CLASS] Cheesman - View details here.	606		
	Study Hall	650	Study Hall	651
Second Period	(H) Humanities 9 - 3 of 4 Moore	→	(H) Humanities 9 - 4 of 4 Moore	603
10:10-11:40 am	(DE) College Algebra (11-12) Mosely	→	(DE) College Algebra (11-12) Mosely	623
	(H) Math Analysis & Analysis of Function (10-12) Washington	→	(H) Math Analysis & Analysis of Function (10-12) Washington	612
	(H) American History (9-10) Simmonds	626	(H) Chemistry 1 Sec. A (10-12) Snyder	629
	(H) English 2 (10) Westcott	607		
	Culinary Arts 1, 2 (9-12) Sec. A Cheesman	610		
	Study Hall	652	Study Hall	653
Third Period	(H) Geometry (9-10) Mosely	→	(H) Geometry (9-10) Mosely	620
12:20 -1:50pm	(H) Biology 1 (9-10) Sec. A Bond	613	(H) English 3, 4 (11-12) TBD	609
	Bible: World Religion & Phil. (11-12) Warren	616	Spanish 1 (10-11) Herrera	648
	Culinary Arts 1, 2 (9-12) Sec. B Cheesman	614	(DE) Composition 1 (11-12) Hussey	624
			Computer Programming (9-12) Patek	641
	Study Hall	654	Study Hall	655
Fourth Period			Bible: Leadership Strengths (9-12) Pilling	624
2:00-3:30pm	(H) World History (10-11) Steven	628	(DE) Composition 2 (11-12) Hussey	622
	(H) Biology 1 (9-10) Sec. B Bond	619	(H) Physics (11-12) Nemec	605
	3-Dimensional (3D) Studio Art 1 Miller (Class is from 2:20-3:30)	533	(H) Marine Science (10-12) Wood	608
			Speech & Debate (9-12) TBD	633
			Songwriting Essentials/Music Techniques (7-12) Sec.C Bryant (Class is from 2:20-3:30)	534
	Study Hall	656	Study Hall	657



Classes listed with a ~~strikethrough~~ are full. Additional registrations will be placed on a waiting list.

Fundamentals Middle School Offerings: Winter Springs (H) Honors, high school credit

	MONDAY		THURSDAY
First Period	English (7) Sec. A Bryant	→	English (7) Sec. A Bryant 706
8:30-9:45 am	(H) Algebra 1 (8) Sec. A Carlson Greenough	→	(H) Algebra 1 (8) Sec. A Carlson Greenough 703
	World History (7) Sec. B Stewart	→	World History (7) Sec. B Stewart 707
	(H) Physical Science (8) Sec. B Miller	→	(H) Physical Science (8) Sec. B Miller 701
	Study Hall 750		Study Hall 751
Second Period	English (7) Sec. B Bryant	→	English (7) Sec. B Bryant 736
9:50-11:05am	(H) Algebra 1 (8) Sec. B Carlson-Greenough	→	(H) Algebra 1 (8) Sec. B Carlson-Greenough 709
	(H) Physical Science (8) Sec. A Miller	→	(H) Physical Science (8) Sec. A Miller 731
	World History (7) Sec. A Stewart	→	World History (7) Sec. A Stewart 737
	Study Hall 752		Study Hall 753
Third Period	English (8) Sec. B Bryant	→	English (8) Sec. B Bryant 738
11:10am-12:25pm	Pre-Algebra (7) Sec. B Carlson Greenough	→	Pre-Algebra (7) Sec. B Carlson Greenough 732
	Civics (8) Sec. A Stewart	→	Civics (8) Sec. A Stewart 735
	Life Science (7) Sec. A Miller	→	Life Science (7) Sec. A Miller 734
	Study Hall 754		Study Hall 755
Fourth Period	English (8) Sec. A Bryant	→	English (8) Sec. A Bryant 708
1:00-2:15pm	Pre-Algebra (7) Sec. A Carlson-Greenough	→	Pre-Algebra (7) Sec. A Carlson-Greenough 702
	Life Science (7) Sec. B Miller	→	Life Science (7) Sec. B Miller 704
	Civics (8) Sec. B Stewart	→	Civics (8) Sec. B Stewart 705
	Study Hall 756		Study Hall 757
Fifth Period	3-Dimensional (3D) Studio Art 1 Miller 733		STEM Quest (7-8) Cole 715
2:20-3:30pm	Study Hall 758		Study Hall 759
			Songwriting Essentials/Music Techniques (7-12) Sec. B Bryant (Class is from 2:20-3:30) 739

Classes listed with a ~~strikethrough~~ are full. Additional registrations will be placed on a waiting list.



High School Offerings: Winter Springs (H) Honors (DE) Dual Enrollment

	MONDAY		THURSDAY	
First Period	(H) Humanities 9 Sec. A - 1 of 4 Carrillo	→	(H) Humanities 9 Sec. A - 2 of 4 Carrillo	→
8:30-10:00 am	(H) Algebra 2 Sec. A (10-11) Mosely	→	(H) Algebra 2 Sec. A (10-11) Mosely	804
	(H) Math Analysis & Analysis of Function (10-12) Washington	→	(H) Math Analysis & Analysis of Function (10-12) Washington	820
	(H) English 1 (9) Westcott	803	(H) Chemistry 1 Sec. A (10-12) Snyder	830
	Bible: World Religion & Phil. Sec. A (11-12) Warren	800	(H) English 3, 4 Sec. A (11-12) TBD	808
	Spanish 2 (11-12) Herrera	849	(DE) English Composition 1 (11-12) Hussey	823
	(H) Biology 1 Sec. C (9-10) Wood	838		
	Study Hall	850	Study Hall	851
Second Period	(H) Humanities 9 Sec. A - 3 of 4 Carrillo	→	(H) Humanities 9 Sec. A - 4 of 4 Carrillo	805
10:10-11:40 am	(DE) PreCalculus & Calculus 1 (11-12) Mosely	→	(DE) PreCalculus & Calculus 1 (11-12) Mosely	809
	(H) American History (9-10) Simmonds	834	(H) Chemistry 1 Sec. B (10-12) Snyder	836
	(H) English 2 Sec. A (10) Westcott	806	(H) Marine Science (10-12) Wood	829
	Spanish 1 (10-11) Herrera	848	(DE) English Composition 2 (11-12) Hussey	824
	(H) American Gov. & Econ. Sec. A (11-12) Warren	804	(H) English 3, 4 Sec. B (11-12) TBD	847
	(H) Geometry Sec. C (9-10) Washington	→	(H) Geometry Sec. C (9-10) Washington	832
	Study Hall	852	(H) Physics 1 (11-12) Nemecc	831
		Study Hall	853	
Third Period	(DE) College Algebra (11-12) Mosely	→	(DE) College Algebra (11-12) Mosely	840
12:20-1:50 pm	(H) Geometry Sec. A (9-10) Washington	→	(H) Geometry Sec. A (9-10) Washington	845
	(H) Biology 1 Sec. A (9-10) Bond	813	(H) Chemistry 2 (11-12) Snyder	828
	Psychology 1 (10-12) Cornejo	816	Speech 1 and Debate 1 Sec. A (9-12) TBD	833
	(H) English 2 Sec. B (10) Westcott	807	Bible: Leadership Strengths Sec. B (9-12) Pilling	818
	(DE) Intro to Web Design Sec. A (10-12) Franklin	844	(H) World History Sec. B (10-12) Steven	821
	(H) Humanities 9 Sec. B - 1 of 4 Carrillo	→	(H) Humanities 9 Sec. B - 2 of 4 Carrillo	→



	(H) American Gov./Econ Sec. B (11-12) Warren	826	(DE) Fund. of Human Anatomy & Phys. Sec. B Nemec	860
	Study Hall	854	Study Hall	855

Fourth Period	(H) Algebra 2 Sec. B (10-11) Mosely	→	(H) Algebra 2 Sec. B (10-11) Mosely	811
2:00-3:30 pm	(H) Geometry Sec. B (9-10) Washington	→	(H) Geometry Sec. B (9-10) Washington	822
	(H) Biology 1 Sec. B (9-10) Bond	819	(H) Chemistry 1 Sec. C (10-12) Snyder	839
	Bible: World Religion & Phil. Sec. B (11-12) Warren	837	Computer Programming (9-12) Patek	841
	(H) World History Sec. A (10-12) Steven	827	Bible: Leadership Strengths Sec. A (9-12) Pilling	814
	Principles of Engineering (10-12) Udowychenko	825	Speech 1 and Debate 1 (9-12) TBD	840
	(DE) Intro to Web Design (10-12) Franklin	843	(DE) Fund. of Human Anatomy & Phys. Sec. A Nemec	835
	(H) Humanities 9 Sec. B - 3 of 4 Carrillo	→	(H) Humanities 9 Sec. B - 4 of 4 Carrillo	802
	(DE) Intro to Psychology Cornejo	842		
	3-Dimensional (3D) Studio Art 1 Miller (Class is from 2:20-3:30)	733	Songwriting Essentials/Music Techniques (7-12) Sec. B Bryant (Class is from 2:20-3:30)	739
	Study Hall	856	Study Hall	857



Upper School: Winter Springs (ARTS and ELECTIVES)

WEDNESDAY	
First Period	Acting 1, 2 (9-12) Novak 405
8:30-10:00 am	Acting 3 (H), Acting 4 (11-12) Stinespring 406
	2-D Studio Art 1 (7-12) Quigley 408
	Study Hall 414
Second Period	Actor's Lab (7-8) Stinespring 402
10:10-11:40 am	Dance Repertory 1-4 (9-12) Novak 403
	Songwriting Essentials/Music Techniques 1 (7-12) Sec. A Bryant 409
	Study Hall 415
Third Period	Circle Studio Players (7-12) 1 of 2 Theriault, J →
12:20 -1:50pm	(H) CSA Circle Theatre Company (9-12) 1 of 2 Novak →
Fourth Period	Circle Studio Players (7-12) 2 of 2 411
2:00-3:30pm	CSA Circle Theatre Company (9-12) 2 of 2 412

L.I.V.E. VIRTUAL CLASSES - WEDNESDAY

These classes are taught through an online interface with the instructor; they are not held on campus.

9:30am - 10:30am	French 1 (10-11) Cannon 845
11:00am - 12:00pm	French 2 (11-12) Cannon 846
1:00pm - 2:00pm	French 3 (11-12) Cannon 847

Classes listed with a ~~strikethrough~~ are full. Additional registrations will be placed on a waiting list.



Current Circle Students

Before a current student can register for any course or program, the family must be up-to-date (in good standing) on ALL REPORTS and FEES for the current school year.

New Students

Before a new student may register in any course or program, a complete student application for enrollment must be submitted. Circle will assign Family and Student Numbers after receipt of student applications. Family and Student Numbers are necessary to complete the registration process.

Terms and Conditions

1. All courses and programs are based on a 30 week schedule, unless otherwise noted.
2. If, for any reason, the student does not attend a course session, payment is still due.
3. By enrolling in course/program offerings, the parent is agreeing to the conditions of payment for the entire school year.
4. The cost of each course/program is based on the sum of two fees, a Registration Fee and a Course/Program Fee. The Registration Fee is a non-refundable fee paid at the time of registration. The Course/Program Fee must be paid, either in full by August 1, 2018, or in ten monthly installments from August 1-May 1. FINANCIAL COMMITMENTS FOR EACH COURSE/PROGRAM ARE FOR THE ENTIRE ACADEMIC SCHOOL YEAR. SOME COURSE AND PROGRAM OFFERINGS ALSO HAVE ADDITIONAL FEES THAT ARE NOT INCLUDED IN THE REGISTRATION AND COURSE/PROGRAM FEES.
5. Course sizes are limited. Therefore, registration is on a first-come first-serve basis. When courses are filled, students will be placed on a waiting list as requested by the parent. If a course does not have sufficient registration, parents will be contacted and registration fees will be refunded. Course offerings, instructors, and schedules are subject to change without notice.
6. Some courses/programs have prerequisites or require administrative approval to participate. In such cases, course registrations will NOT be in full effect until all approvals are met.
7. After a registration has been received and processed, an e-mail will be sent to the family outlining the registration that was received. It will be the responsibility of each family to confirm the accuracy of the registration. If a student has been placed on a waiting list for any course, the "wait list" status will be noted on the confirmation.
8. For all new student applicants, this registration process is provisional and probationary. Course registrations will NOT be in full effect until all application procedures have been completed and the student has been accepted into enrollment. In the event an application is not accepted, all course and program registration fees will be refunded. Registration for courses does not obligate Circle to accept a student into enrollment.
9. Parents must fully disclose any and all mental, emotional, or physical handicaps or disabilities or other concerns that may affect any student's academic performance, social interaction, or behavior in any course or program.
10. ALL REGISTRATIONS ARE PROVISIONAL AND PROBATIONARY. NO COURSE REGISTRATIONS WILL BE IN FULL EFFECT UNTIL ALL CIRCLE POLICIES, PROCEDURES, AND APPROVALS HAVE BEEN SATISFIED AND COMPLETED. In the event that Circle declines a registration for any reason, all fees paid in conjunction with the registration will be refunded. The Circle Christian School administration is the sole judge in all disputes.



How to Register for Campus Programs and Courses



Registration Resources

Everything you need for the registration process is available on the Circle website including:

- Student and Family Applications
- Fee Summary
- Course Schedules
- Lower School Program Guide
- Upper School Course Guide

Go to circlechristianschool.org/family-planning-guide/ to download the appropriate document. Keep in mind that these documents are subject to change without notice. Consult the Website to ensure you have the most current revision.

Items Needed to Register

You must have a Circle *Family Number* and a *Student Number* for each student that you wish to register. These numbers are issued by Circle to new families after receipt of the student and family applications.

Course Numbers

Courses are offered at three campus locations. Many courses have the same name but are differentiated by grade levels. Each course has a unique three-digit Course Number that designates the different locations and grade levels. Be sure to select courses from the appropriate schedule in order to ensure that you are registering for the correct location and grade level.

Full Program vs Individual Courses

Some offerings are day long programs. These programs are only available as a package; you must register for the entire program, individual courses are not an option. Other offerings may be selected as individual courses. In each of these environments you choose the specific courses. Consult the Course Guides for details.

Schedule Grids

The schedule grids show the courses, programs, electives and activities that are offered at each location. Remember each course has a unique three-digit Course Number related to the day, location, and grade level of the course.

Worksheet

A worksheet has been provided (page 7) to assist you in scheduling your course and program selections. We suggest that you prepare one worksheet for each student since you must register each student individually. Use the worksheet to arrange your day by placing the Course Number in the appropriate “period” box. Remember that “day long” programs are not period dependent. When you are confident that your worksheet is complete, you are ready to register.



Online Registration

All online registrations are date and time stamped and enter the system as received. An Internet link to the registration page will be posted on the Circle website just prior to the opening of registration. In addition to the information on the worksheet, you will need a credit card or Paypal account to pay the registration fees.

Alternate Methods of Registration

If you are unable to access a computer to register for courses, there are two alternate methods of registration available, by fax and in person. Staff will begin accepting registrations at the Circle office according to the schedule listed above. Faxed and in person registrations DO NOT receive priority status and will be entered into the system as staff is available. Faxed and in person registrations are not date and time stamped.

Registration by FAX or in person at the school office

You may fax (407-740-8580) your registration or bring it to the Circle office.

Three items must be included:

1. A completed *Course and Program Registration Worksheet* (page 13) listing all course/program selections for each student.
2. A signed *Course and Program Registration Terms and Conditions Form* (page 14) listing the names of all students that you are registering for courses.
3. An appropriate means of payment. If registering by fax, a signed *CCS Credit Card Authorization Form* (page 15) to pay for the registration fees is required. If registering at the office, a check, cash, or credit card may be used.



Course and Program Registration Worksheet

Use the following worksheet as a guide to assist in scheduling courses and programs offered by Circle for the upcoming school year.

- Keep in mind that each course has a unique three-digit Course Number which designates different locations, times and grade levels.
- Courses are offered at multiple locations. Select courses from the appropriate schedule in order to ensure that you are registering for the correct location.
- You will need to pay all appropriate registration fees with a credit card in order to complete the online registration process.
- You may also use this form to register via fax (407-740-8580) or in person at the Circle office. See the instructions to ensure that you provide all necessary items. Incomplete registrations will not be accepted.

Circle Student Number _____ Student Name _____

Circle Family Number _____ Family Name _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Program	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 5/ Extracurricular	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total					



Course and Program Registration Terms and Conditions Form

NOTE: THIS FORM IS NOT REQUIRED IF YOU REGISTER ONLINE.

Course/program registrations may be made online, via fax, or in person at the Circle office. If you choose to register by fax or at the office, this form must signed and submitted with the course selections and the appropriate registration payment.

List the names of all students covered by this registration form:

_____	_____
_____	_____
_____	_____

Terms and Conditions

1. All courses and programs are based on a 30 week schedule, unless otherwise noted.
2. If, for any reason, the student does not attend a course session, payment is still due.
3. By enrolling a student in the course/program, the parent is agreeing to the conditions of payment for the entire school year.
4. The cost of each course/program is based on the sum of two fees, a Registration Fee and a Course/Program Fee. The Registration Fee is a non-refundable fee paid at the time of registration. The Course/Program Fee must be paid, either in full by August 1 each year or in ten monthly installments from August 1–May 1. **FINANCIAL COMMITMENTS FOR EACH COURSE/PROGRAM ARE FOR THE ENTIRE ACADEMIC SCHOOL YEAR. SOME COURSE AND PROGRAM OFFERINGS ALSO HAVE ADDITIONAL FEES THAT ARE NOT INCLUDED IN THE REGISTRATION AND COURSE/PROGRAM FEES.**
5. Course sizes are limited. Therefore, registration is on a first-come first-serve basis. When courses are filled, students will be placed on a waiting list as requested by the parent. If a course does not have sufficient registration, parents will be contacted and registration fees will be refunded. Course offerings, instructors, and schedules are subject to change without notice.
6. Some courses/programs have prerequisites or require administrative approval to participate. In such cases, course registrations will NOT be in full effect until all approvals are met.
7. After a registration has been received and processed, an e-mail will be sent to the family outlining the registration that was received. It will be the responsibility of each family to confirm the accuracy of the registration. If a student has been placed on a waiting list for any course, the “wait list” status will be noted on the confirmation.
8. For all new student applicants, this registration process is provisional and probationary. Course registrations will NOT be in full effect until all application procedures have been completed and the student has been accepted into enrollment. In the event an application is not accepted, all course and program registration fees will be refunded. Registration for course does not obligate Circle to accept a student into enrollment.
9. Parents must fully disclose any and all mental, emotional, or physical handicaps or disabilities or other concerns that may affect any student’s academic performance, social interaction, or behavior in any course or program.
10. **ALL REGISTRATIONS ARE PROVISIONAL AND PROBATIONARY. NO COURSE REGISTRATIONS WILL BE IN FULL EFFECT UNTIL ALL CIRCLE POLICIES, PROCEDURES, AND APPROVALS HAVE BEEN SATISFIED AND COMPLETED.** In the event that Circle declines a registration for any reason, all fees paid in conjunction with the registration will be refunded. The Circle Christian School administration is the sole judge in all disputes.

My signature below indicates that I have read and understand the terms and conditions related to this course/program. I further understand the obligations and fee structure associated with this course/program and by registering my child(ren), I accept these terms and I agree to make the payments for this financial obligation as described above.

Parent Signature _____ Date _____

Circle Christian School, 2134 Kentucky Avenue, Winter Park, FL 32789
Phone - 407-740-8877 Fax - 407-740-8877



CCS Credit Card Authorization Form

This form is used to authorize Circle Christian School to make specific charges to your credit card account. If you would like to use this service, complete the form and submit to the Circle office.
 NOTE: FOR SECURITY PURPOSES, DO NOT SEND CREDIT CARD INFORMATION VIA E-MAIL.
 You may also make payments online at circlechristianschool.org/payments.

Date:	
Family Name:	
Family Number:	
Give a description of what you want to charge:	Indicate the amount to be charged:
TOTAL:	

Card Type:	American Express	MasterCard	Visa
Name as it appears on card:			
Billing Address:			
Zip Code:			
Card Number:			
Security Code:			
Expiration Date:			
Signature			
I AGREE TO PAY THE ABOVE TOTAL AMOUNT IN ACCORDANCE WITH THE CARD ISSUER AGREEMENT.			

Circle Christian School, 2134 Kentucky Avenue, Winter Park, FL 32789
 Phone - 407-740-8877 Fax - 407-740-8877

