

## **Information for Enrolling Part-time Students**

Homeschooled students entering grades 6-9 may take classes on a part-time basis as space is available. To enroll, the following steps must be completed:

1. All required documents must be received. These include:

- The part-time application for enrollment with a \$100 application fee
- Birth certificate
- School-entrance physical
- Immunization record or the state-approved exemption form found at:  
<https://www.doe.virginia.gov/home/showpublisheddocument/32092/638047130494178527> or  
[https://www.vdh.virginia.gov/content/uploads/sites/11/2016/04/cre\\_1.pdf](https://www.vdh.virginia.gov/content/uploads/sites/11/2016/04/cre_1.pdf)

2. Tuition and fees

- Tuition for a 5-day-a-week class for the 2025-26 school year = \$1,200/class. For classes that meet fewer than 5 days, tuition is \$240/day that the class meets. For example, tuition for a 2-day-a-week class is \$480.
- For students taking fewer than four (4) year-long classes, tuition is to be paid by the semester. The first half of tuition is due at the time of enrollment, and the second half of tuition is due January 1. For students taking at least four (4) or more classes, tuition may be paid in equal installments by semester or by month with the last payment being due May 1. All tuition and fees are non-refundable, and part-time students are not eligible for scholarship aid.

3. Enrollment into classes is on a first-come-first-served basis and is dependent on space availability in each class.

4. Depending on the class, parents may be required to provide evidence that the student is academically prepared to be successful in the classes for which they want to register.

5. Enrollments after the first day of school will be considered on a case-by-case basis. While some classes may be easier to enter at points after the start of school, some classes may be difficult on both the student and the class when a student starts later in the school year. If a student is allowed to start a class after the school year has begun, there will be no prorated tuition; full tuition for the year will be required.

## **Other Policies Regarding Part-time Students**

1. Part-time students are expected to follow the same dress code and conduct expectations as full-time students. Parents should read the parent-student handbook located on our website at <https://www.cca-va.org/handbook.php>.

2. Part-time students will be given quarterly report cards with grades for the classes they are taking.

3. Attendance - Part-time students are expected to attend class with the same regularity as full-time students. Part-time students who exceed the allowable absences for a class will be required to withdraw from the class. The maximum number of allowable absences and tardies for a class are outlined in the parent-student handbook.

4. Drop-off and Pick-up – Students are to be dropped off no earlier than 5 minutes before their class begins and must be picked-up no later than 5 minutes after class ends.