



P.O. Box 2362, Chattanooga, TN, 37409

## ENROLLMENT INSTRUCTIONS 2022/2023

	<b>RETURNING FAMILIES</b> Families with children currently attending CBT and rising Kindergarten siblings		<b>NEW FAMILIES</b> Families with no children currently attending CBT
<input type="checkbox"/> STEP 1	<b>January 1 through 31</b>  <a href="#">Submit Application Form</a>	<input type="checkbox"/> STEP 1	<b>February 8th</b>  <a href="#">Submit Application Form</a> & <a href="#">Pastor Recommendation Form</a> AND <b>Pay Non-refundable Application Fee</b> \$50 per child/\$100 per family
<input type="checkbox"/> STEP 2	<b>Notification of Acceptance:</b> Class advancement notification will be emailed by April 15th.	<input type="checkbox"/> STEP 2	<b>Schedule Informal Assessment</b> of child for grade placement while parents attend an <b>Informational Interview</b> .
<input type="checkbox"/> STEP 3	<b>Pay Non-Refundable Student Fee: \$250</b> due May 1st  Student Fee is <b>\$280</b> on or after May 15th	<input type="checkbox"/> STEP 3	<b>Notification of Acceptance:</b> Class Assignment or placement on a <b>Waiting List</b> will be emailed after April 15th.
<input type="checkbox"/> STEP 4	<b>Submit ALL Required Forms by 8/15/2022:</b> <ul style="list-style-type: none"> <li>• <a href="#">Health &amp; Emergency Release Form</a></li> <li>• <a href="#">Permission to Pick Up Student</a></li> <li>• <a href="#">Permission to use Photographs</a></li> </ul>	<input type="checkbox"/> STEP 4	<b>Pay Non-Refundable Student Fee: \$250</b> due May 1st  Student Fee is <b>\$280</b> on or after May 15th
<input type="checkbox"/> STEP 5	<b>Pay 9 Monthly Tuition Payments of: \$410 per student</b> August 1st - April 1st  (A 12 month payment option is also available)  Tuition payments are due on the 1st of the month and late after the 15th. <b>Late Fee is \$30.</b>	<input type="checkbox"/> STEP 5	<b>Submit ALL Required Forms by 8/15/2022:</b> <ul style="list-style-type: none"> <li>• <a href="#">Health &amp; Emergency Release Form</a></li> <li>• <a href="#">Permission to Pick Up Student</a></li> <li>• <a href="#">Permission to use Photographs</a></li> </ul>
		<input type="checkbox"/> STEP 6	<b>Pay 9 Monthly Tuition Payments of: \$410 per student</b> August 1st through April 1st  Tuition due on the 1st and late after the 15th. <b>Late Fee is \$30.</b>

### PENALTY FOR WITHDRAWAL OF ACCEPTED STUDENT:

\$820 for withdrawal between May 1st - June 30th; \$3,690 for withdrawal on or after July 1st.