



Continuous Enrollment FAQs

What is continuous enrollment?

Continuous enrollment creates a simple opt-out option to withdraw from City School of Nashville. With continuous enrollment, your student's enrollment contract will remain in effect from the initial year of enrollment until:

- Your student graduates from City School of Nashville, or
- You opt not to have your enrollment renewed for the upcoming school year.
- Voluntary or involuntary (expulsion) exit from the School.

What does the continuous enrollment agreement look like?

Complete Agreement Text:

I/We understand that my student(s) will be continuously enrolled from their initial admission to City School of Nashville until they graduate. This means that my City School of Nashville student will keep coming back to City School of Nashville every year unless I officially inform the school otherwise.

I understand that as part of continuous enrollment, my student's information (ie. home address, phone numbers, emergency contacts, and medical information) is continuous from grade to grade in the tuition management system. I hereby agree to keep my student's information accurate and up-to-date.

Accordingly, I/we understand the term of this agreement shall be in effect on April 1 for the next academic year and shall renew automatically for each successive academic year until graduation from City School of Nashville unless and until this agreement is terminated by City School of Nashville or written notice of termination from me/us is received in the School Office on or before March 31 of each year.

I/We acknowledge that the tuition and fees charged for the academic year are for a place within the school and not for a period of attendance, and that the absence of a student during that academic year does not materially reduce the expenses of City School of Nashville. I agree that the absence, academic failure, or voluntary or involuntary withdrawal of the student during the

academic year shall not excuse, alter, abate or nullify my obligations for tuition and certain other fees through the academic year.

What is the timeline for continuous enrollment?

On December 1 of each year, parents will receive a reminder about continuous enrollment, but as long as there are no changes to enrollment, no additional action is required. Parents who decide not to continue their student's enrollment have until March 31 to submit their [Intent to Withdraw form](#).

As long as you notify City School of Nashville by March 31 by 5:00 pm CST that you will not be returning for the following school year, you will be released from all financial obligations in the Continuous Enrollment Agreement.

What if I have no plans to leave City School of Nashville?

No action is needed. Your student's enrollment will continue without interruption, with payments for the next school year beginning in April.

If my child is continuously enrolled, can the school choose to unenroll my child?

City School of Nashville reserves the right to suspend or terminate the attendance of any student for reasons that the Administration considers detrimental to the school, community, student, or the other students of the school, or for the Parent's failure to pay all or any of the Parent's financial obligations for student attendance.

Will I be notified of deadlines?

The typical re-registration season (December 1 - March 31) will be a series of communication reminders from the Operations team. This provides the opportunity and reminder for families considering not returning to City School of Nashville to notify us by the end of March.

How will I update my student's enrollment information?

Each July, you will receive a link to update your student's demographics and contact information.

What happens if I withdraw my student after March 31?

City School of Nashville makes decisions related to hiring staff, designing courses, and creating programmatic plans based on anticipated enrollment, which means we need an accurate enrollment count by March 31.

Therefore, tuition payments for withdrawals after March 31 are assessed as follows:

Date	Percentage of Total Tuition Due	Withdrawal Penalty % of Total Tuition
April 1-April 30	2%	0%
May 1-October 31	50%	10%
November 30-January 31	75%	5%
January 31-March 31	100%	0%

What about in the event my student is expelled?

In the event of an expulsion (non-voluntary withdrawal), the continuous enrollment agreement is terminated by the School. As stated in your tuition agreement: “City School of Nashville reserves the right to suspend or terminate the attendance of any student for reasons that the Administration considers detrimental to the School, community, student, or other students of the School.”

Because a student’s expulsion is a termination of attendance initiated by the School, the financial obligations will still apply for the remainder of the academic year. The absence or withdrawal (voluntary or involuntary) of a student does not materially reduce the School’s expenses, and therefore, does not alter the parent’s financial obligations for tuition and fees through the end of the academic year.

How will I know how much tuition is due?

City School of Nashville will inform current parents of any changes to Tuition and Fees each December.

Do I still have to complete a new financial aid application each year?

Yes, you must reapply for financial aid annually

The financial aid application window opens December 15, supporting documents for financial aid are due January 16, and awards will be announced starting February 15. Families currently receiving financial aid can expect to receive a similar award year to year as long as their financial situation has not dramatically changed, but they must apply every year and be current on tuition payments.

How do we notify City School of Nashville if we do not plan to return next year?

To withdraw your student at any time for the current academic year, you must complete and submit an Intent to Withdraw Form.

What if I am behind on my account?

All accounts must be kept current to receive a schedule, a guaranteed seat in class, and student records. City School of Nashville reserves the right not to guarantee your student's placement or not renew your continuous enrollment if there is an overdue balance.

What is the financial aid timeline?

December 15	Application for financial aid open.
January 15	Supporting documents for financial aid due
February 15 - March 15	Financial aid decisions made and communicated
Week of March 15	Tuition Agreements Adjusted to account for awarded City School financial aid

[\[link\] MORE Information about City School Financial Aid](#)