



ELLGI
Homeschool
Facilitation
Center

2026 Parent Information Packet

Dear Prospective EHFC Families,

Thank you for your interest in the ELLGLOBAL Homeschool Facilitation Center (EHFC). We are honored that you are considering partnering with us in your child's educational journey.

Choosing how to educate your child is an important decision. Homeschooling offers flexibility, but it can also come with challenges—especially when it comes to selecting curriculum, tracking progress, and planning for long-term success.

EHFC is designed to support homeschooling families by providing structure, accountability, and academic guidance—while allowing parents to remain the primary educators. Our program combines a mastery-based approach with personalized mentorship, helping students build confidence and a strong understanding of the material.

Through EHFC, families receive:

- Weekly one-on-one mentorship sessions
- Individualized academic planning and placement
- Ongoing progress tracking and feedback
- Support in identifying and closing learning gaps
- Guidance for long-term academic planning

Our goal is to help students truly learn, grow, and develop independence as learners. We would love the opportunity to speak with you, answer your questions, and help you determine if EHFC is the right fit for your family. Thank you again for considering EHFC. I look forward to the possibility of working together.

Warm regards,

A handwritten signature in blue ink that reads "Kimberly Williams".

Kimberly Williams

Founder & Director

ELLGLOBAL Homeschool Facilitation Center (EHFC)

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SECTION 1: ABOUT EHFC

What is EHFC?

The ELLGLOBAL Homeschool Facilitation Center (EHFC) is a **homeschool academic support program**, not a traditional school.

This distinction is extremely important.

EHFC does not replace homeschooling—it **strengthens it**.

Families who enroll in EHFC maintain full responsibility for their child's education, while receiving structured academic support, guidance, and accountability from experienced educators.

EHFC provides:

- Academic mentorship
- Curriculum planning and selection guidance
- Progress tracking and accountability
- Transcript management and graduation support

Parents remain the **primary educators** and are responsible for daily instruction, supervision, and implementation of the academic plan.

Program Model: Mastery-Based Learning

EHFC operates on a **mastery-based educational model**, which differs significantly from traditional grade-level systems.

In a traditional classroom, students move forward based on time (school year/grade level).

At EHFC:

- Students move forward based on **understanding and mastery**

This means:

- Students who understand the material quickly can move ahead
- Students who need more time are allowed to fully grasp concepts before advancing
- Learning gaps are identified early and addressed intentionally

This model ensures that students are not simply completing work, but are **truly learning and retaining information**.

Why Choose EHFC Over Homeschooling Alone?

Homeschooling provides incredible freedom, flexibility, and personalization—but it can also become overwhelming.

Families often struggle with:

- Choosing the right curriculum
- Tracking academic progress
- Identifying learning gaps
- Preparing for high school graduation
- Managing transcripts and long-term planning

EHFC exists to remove that burden.

At EHFC, families gain a partner who provides:

- Clear academic direction through diagnostic placement
- Weekly one-on-one mentorship for consistent progress
- Customized curriculum planning and ordering
- Ongoing progress tracking and feedback
- Support in identifying and closing learning gaps
- Transcript management and graduation preparation
- Recordkeeping aligned with expectations
- Guidance for post-secondary pathways

With EHFC, you remain in control—but you are no longer navigating the process alone.

Understanding the Role of Homeschool Co-ops

Homeschool co-ops are a valuable and meaningful part of many families' educational experiences.

They often provide:

- Social interaction
- Group learning experiences
- Enrichment opportunities
- Field trips and extracurricular activities

Examples include:

- Book clubs
- Group classes
- Fine arts programs
- Team sports
- Enrichment days

At EHFC, we strongly encourage families to participate in co-ops and community-based activities, as they play an important role in social development and real-world interaction.

However, it is important to understand their role.

Co-ops are typically:

- Socially driven
- Group-based
- Enrichment-focused

They are **not designed to manage a student's full academic pathway.**

Homeschool Facilitation vs. Co-ops

EHFC is designed to serve as the **academic foundation** of your homeschool program.

While co-ops provide community and enrichment, EHFC provides:

- Structured academic direction
- Personalized learning plans
- Mastery-based progression
- One-on-one mentorship
- Academic tracking and accountability
- Transcript and graduation planning
- Long-term educational oversight

When used together, co-ops and EHFC create a well-rounded experience:

- EHFC = academic structure
- Co-ops = social enrichment

SECTION 2: PROGRAM STRUCTURE

Monthly Tuition Rates Tuition is billed monthly. Sibling discounts for each family.

Student	Monthly Tuition	Annual Total
1st Student	\$500/month	\$6,000/year
2nd–3rd Students	\$350/month	\$4,200/year
4th+ Students	\$250/month	\$3,000/year

Weekly Mentorship

Each student receives a dedicated **weekly one-on-one mentorship session**, typically lasting one hour.

Sessions may be conducted:

- Via Zoom
- In person (when available)

These sessions are not limited to subject-specific tutoring. Instead, they support the **entire academic experience**.

Mentorship includes:

- Goal setting and accountability
- Review and feedback on completed work
- Support with comprehension and difficult concepts
- Time management and study strategies
- Identification of learning gaps
- Encouragement of independence and responsibility
- Communication with parents regarding progress

This consistent structure ensures:

- Students stay on track
- Parents stay informed
- Problems are addressed early

Daily Academic Expectations

Students are expected to:

- Complete approximately **2-3 hours of academic work per day**
- Work independently using their curriculum
- Stay on pace with their assigned academic plan

Because EHFC uses a mastery-based system, consistency is essential.

Daily work builds:

- Discipline
- Responsibility
- Academic confidence

Roles & Responsibilities

Student Role

Students are expected to:

- Complete daily academic work
 - Check their work as they progress
 - Participate actively in mentorship sessions
 - Take responsibility for their learning
-

Parent Role

Parents serve as the **primary educators** and are responsible for:

- Overseeing daily academic work
 - Administering practice checks and reviews
 - Ensuring consistency and accountability
 - Communicating with EHFC regarding progress or concerns
-

EHFC Mentor Role

Mentors provide:

- Weekly academic oversight
- Formal testing and mastery verification
- Guidance in areas of difficulty
- Support in academic planning and progress

This partnership between student, parent, and mentor creates a **balanced and effective learning system**.

SECTION 3: CURRICULUM & ACADEMICS

Curriculum Costs (Billed Annually)

Curriculum costs include all required A.C.E. PACEs and supplements based on the student's academic placement.

Grade Level	Estimated Cost	Notes
Pre-K	\$130	Includes Evan-Moor + AdaptedMind
Kindergarten	\$380	Includes Evan-Moor + AdaptedMind
Grade 1	\$425	Includes Sadlier + Evan-Moor + AdaptedMind
Grade 2	\$520	Includes Sadlier + Evan-Moor + AdaptedMind
Grade 3–5	\$565–\$605	Includes Sadlier + Evan-Moor + AdaptedMind
Grade 6–8	~\$605	Includes Sadlier + AdaptedMind
Grade 9–12	Varies	Includes Sadlier only

Actual costs may vary slightly based on placement level and subject needs.

Core Curriculum Overview

At EHFC, we utilize the A.C.E. (Accelerated Christian Education) curriculum as the foundation of our academic program.

This curriculum is:

- Mastery-based
- Biblically integrated
- Globally recognized
- Designed for independent learning with guided support

A.C.E. is used by thousands of schools and homeschool programs in over 140 countries and is specifically designed to support individualized learning.

Supplemental Programs

While A.C.E. serves as the core curriculum, EHFC enhances the academic experience through carefully selected supplemental programs. These programs are not random additions—they are intentionally chosen to strengthen specific areas of learning.

Sadlier (K–12)

Sadlier provides structured academic reinforcement, particularly in:

- Grammar
- Vocabulary
- Mathematics

Key benefits:

- Strong academic alignment
- Faith-based integration
- Clear, sequential skill development
- Built-in assessments for tracking progress

Sadlier is especially helpful for students who benefit from additional structure and reinforcement beyond the core curriculum.

Evan-Moor (PreK–8)

Evan-Moor is used primarily for younger students and provides:

- Skill-based reinforcement
- Engaging, approachable learning materials
- Support in foundational areas such as reading, writing, and math

Key benefits:

- Easy-to-use format for parents
- Minimal prep required
- Strong reinforcement of foundational skills
- Flexible use (warm-ups, extra practice, or review)

It is important to note that Evan-Moor is not a full curriculum, but a highly effective supplement.

AdaptedMind (PreK–8)

AdaptedMind is an interactive, digital learning platform included in tuition.

It provides:

- Personalized math and reading instruction
- Immediate feedback
- Step-by-step guidance
- Adaptive learning based on student performance

Key benefits:

- Keeps students engaged through gamified learning
- Supports independent practice
- Reinforces foundational skills

This tool is especially valuable for students who benefit from technology-supported learning.

Why These Supplements Matter

Each supplemental program serves a specific role:

- Sadlier → structure and academic depth
- Evan-Moor → foundational skill reinforcement
- AdaptedMind → personalized and engaging practice

Together, they create a balanced academic system that:

- Reinforces learning
 - Builds confidence
 - Supports mastery
-

Placement & Individualized Learning

Before beginning the program, students complete diagnostic testing.

It ensures that:

- Students begin at the correct level in each subject
- Learning gaps are identified early
- Students are not overwhelmed or held back
- Progress is efficient and meaningful

This approach allows each student to progress at the pace that is right for them.

Understanding the A.C.E. System

Mastery-Based Learning

Unlike traditional systems where students move forward based on time, A.C.E. requires students to demonstrate mastery before advancing.

This means:

- Students move quickly through material they understand
- Students spend more time where needed
- Learning is deeper and more meaningful

This model builds:



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- Confidence
- Independence
- Strong academic foundations

What is a PACE?

Instead of traditional textbooks, A.C.E. uses PACEs (Packets of Accelerated Christian Education).

Each PACE:

- Covers a specific set of concepts
- Includes instruction and examples
- Provides guided practice
- Contains self-checks
- Ends with a test to confirm mastery

Each subject typically includes 12 PACEs per year, allowing for structured but flexible progression.

PACEs are designed to be:

- Self-instructional
- Easy to follow
- Supportive of independent learning

Independent Learning with Guided Support

The A.C.E. system is intentionally designed to encourage independence while still providing structure.

Students:

- Complete daily work independently
- Check their work as they progress
- Complete practice checks

Parents:

- Oversee daily progress
- Administer open-book checks
- Ensure accountability

EHFC Mentors:

- Provide weekly oversight
- Administer formal tests
- Confirm mastery
- Support areas of difficulty

This structure creates a balanced system where students develop responsibility while receiving the support they need.

Digital Learning Option (ePACES)

In addition to printed PACEs, A.C.E. offers a digital version known as ePACES.

These provide:

- Interactive online lessons
- Automatic scoring
- Immediate feedback
- Increased engagement for digital learners

This option may be used:

- As a supplement
 - As a full replacement (depending on student needs)
-

Academic Subjects

The A.C.E. curriculum includes all core subjects:

- Mathematics
- English
- Science
- Social Studies

Additional subjects may include:

- Word Building
 - Literature
 - Electives
-

Academic Standards & College Readiness

While EHFC is not a state-regulated school, our academic structure is intentionally designed to align with and often exceed Texas Essential Knowledge and Skills (TEKS) standards.

Students receive instruction in:



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- English Language Arts and Reading
- Mathematics
- Science
- Social Studies

Additional areas include:

- Physical Education
- Fine Arts
- Health Education
- Technology Applications
- Career and Technical Education (CTE)

High School Preparation

At the high school level, students follow a structured academic pathway that includes:

- Algebra I, Geometry, Algebra II
- Biology, Chemistry, Physics
- U.S. History, Government, Economics
- World Geography or World History

Students may also pursue specialized pathways such as:

- STEM
- Business
- Public Services
- Arts & Humanities

Our Goal

Our goal is not just completion—but true understanding.

We aim to prepare students for:

- College
- Career
- Life

By building:

- Critical thinking skills
- Academic confidence
- Independence

SECTION 4: TUITION & FINANCIAL POLICIES

Tuition Overview

Tuition at EHFC covers the structure and academic support provided through the program.

Monthly tuition includes:

- Weekly one-on-one mentorship sessions
- Academic planning and goal setting
- Ongoing progress tracking and feedback
- Parent guidance and support
- Transcript management and graduation planning
- Access to AdaptedMind (PreK–8)

Tuition reflects the **professional academic oversight and support system** provided—not just instructional time.

Payment Policy

Due Date

Tuition is due **in full by the 25th of each month PRIOR to the upcoming service month.**

This structure ensures that:

- Program operations remain consistent
 - Students maintain uninterrupted access to mentorship and support
-

Flexible Payment Option

Families may make **partial payments throughout the month.**

However:

- The **full balance must be paid by midnight on the 25th**
- Any remaining balance after this date is considered late

This option is provided as a convenience but does not change the final due date.

Late Fees

- A **\$25 late fee per child** will be applied if payment is not received by the 25th
- Beginning on the **26th**, an additional **\$10 per day** will be added until the balance is paid in full

Late fees are necessary to maintain fairness and consistency across all enrolled families.

Non-Payment Consequences

If tuition is not paid:

- By the **1st of the service month**:
 - Mentorship services will be **suspended**
 - Late fees will continue to accrue daily
- If an account becomes **30+ days past due**:
 - The student may be removed from the program
 - The account may be referred to collections if necessary

Billing & Invoicing Policy

To streamline operations:

- EHFC does **not send automatic monthly invoices**
- Invoices are available **upon request via email**
- Families are responsible for ensuring timely payment regardless of invoice receipt

EHFC is transitioning to a **secure online family portal**, where families will be able to:

- View balances
- Track payments
- Access program updates

Enrollment Commitment Policy

Enrollment at EHFC is a commitment to the program structure.

- Tuition secures a student's placement
- EHFC does **not allow program pauses or temporary holds**
- Families may not skip payments while holding a spot

If a family chooses to stop participation:

- They must follow the **Withdrawal Policy**
- Re-enrollment requires a **new application and approval**

This policy ensures fairness and stability for all enrolled families.

Registration & Initial Fees

- **Registration Fee:** \$50 per student (non-refundable)
- Due at the time of enrollment

Diagnostic Testing Fee

- **\$125 per student**
- Conducted online with parent supervision

This assessment allows EHFC to:

- Accurately determine placement
- Identify learning gaps
- Create an effective academic plan

Curriculum & Supplement Fees

Curriculum costs are separate from tuition.

- Must be **paid in full prior to ordering**
- Costs vary based on student placement and selected programs
- Curriculum is **non-refundable after shipment**

Additional Costs

The following are not included in tuition and may be billed separately:

- Electives
- Student conventions
- Camps and field trips
- Specialty programs

All additional costs will be communicated in advance.

Promotions & Discounts

Promotional offers (such as waived tuition periods or discounts):

- Apply only at the time of enrollment
- Are not guaranteed for future terms
- May be changed or discontinued at any time

SECTION 5: CURRICULUM POLICIES & FEES

Curriculum Payment

- Curriculum must be paid **before it is ordered**
- Orders will not be placed until payment is received
- All curriculum purchases are **non-refundable after shipment**

Curriculum Ownership & Use

- Curriculum is assigned for student use during enrollment
 - Materials are not refundable or transferable
 - Unused materials are forfeited upon withdrawal
-

Curriculum Structure Summary

EHFC combines:

- Core A.C.E. curriculum
- Structured supplemental programs
- Optional digital learning tools

This layered approach ensures:

- Strong academic foundation
 - Reinforcement of key skills
 - Engaging and adaptable learning experiences
-

SECTION 6: ELECTIVES & ENRICHMENT

Elective Requirements

To support a well-rounded education:

- **Grades 6–8:** Minimum of 2 electives per academic year
- **Grades 9–12:** Minimum of 4 electives per academic year

Electives are included in:

- Academic planning
 - Transcript development
 - Graduation preparation
-

Available Electives

Electives may include:

- Bible
- Fine Arts (music, art)
- Foreign Language
- Career-focused subjects

Some electives may require:

- Additional materials
- Increased parent involvement

Student Opportunities & Enrichment

Students may participate in enrichment opportunities such as:

- Academic conventions
- Public speaking events
- Fine arts programs
- Academic competitions

These experiences help students develop:

- Confidence
 - Leadership
 - Time management
 - Real-world skills
-

Texas Equine Partnership

EHFC partners with Texas Equine Education & Horsemanship to provide hands-on learning opportunities.

Benefits may include:

- 10% discount on lesson packages
- Physical Education (PE) credit eligibility
- Real-world experiential learning

Students may develop:

- Responsibility
 - Communication skills
 - Confidence through hands-on experience
-

Physical Education (PE)

Physical Education is required as part of a well-rounded education.

Families may fulfill this requirement through:

- Organized sports
- Dance or martial arts
- Outdoor activities
- Equine programs

SECTION 7: ATTENDANCE, WITHDRAWAL & PROGRAM POLICIES

Attendance & Participation Expectations

Consistent participation is essential in a mastery-based program. While students work independently during the week, mentorship sessions provide the structure, accountability, and academic oversight needed for success.

Mentorship Requirement

- Students are expected to attend **weekly mentorship sessions**
- These sessions are a required part of enrollment—not optional

Mentorship ensures:

- Academic progress is monitored
- Learning gaps are addressed
- Students stay on track

Missed Sessions

We understand that occasional conflicts may arise. However, clear expectations are necessary to maintain program consistency.

- A **minimum of 24-hour notice** is required to reschedule a session
- Missed sessions without notice are **forfeited**
- Makeup sessions are **not guaranteed** and are offered at the discretion of EHFC

Excessive Absences

Repeated missed sessions impact a student's progress and the effectiveness of the program.

- More than **2 missed sessions without communication** may result in:
 - Temporary suspension
 - Removal from the program

This policy ensures that all students remain actively engaged and supported.

Tuition Obligation & Attendance

It is important to understand that:

- Tuition covers **program access and mentorship availability**, not attendance
- Tuition remains due **regardless of student participation or attendance**

This ensures fairness and consistency across all enrolled families.

WITHDRAWAL POLICY

Notice Requirement

EHFC requires a **90-day written notice** for withdrawal.

This policy exists because:

- Curriculum planning is completed in advance
- Student placement and scheduling require long-term planning
- Enrollment spots are reserved and cannot be immediately filled

Financial Responsibility During Withdrawal

- Tuition remains due during the **entire 90-day notice period**
- Families are responsible for all scheduled payments during this time

Once enrolled, families cannot pause or opt out of tuition payments without formally withdrawing.

Withdrawal Process

To withdraw from the program:

1. Submit written notice to EHFC
2. Continue participation and payment during the 90-day period
3. Complete any outstanding financial obligations

Re-Enrollment After Withdrawal

If a student withdraws and later wishes to return:

- A **new application** must be submitted
- **Registration fees** will apply again
- **Diagnostic testing may be required** to reassess placement

This ensures that the student is placed appropriately upon return.

Curriculum & Withdrawal

- Curriculum fees are **non-refundable after shipment**
- Any unused materials are **forfeited upon withdrawal**

Student Records & Transcripts

- Student records, transcripts, and diplomas will **not be released** until:
 - All outstanding balances are paid in full

This policy protects the integrity of the program and ensures all obligations are fulfilled.

SECTION 8: STUDENT EXPECTATIONS

Students enrolled in EHFC are expected to actively participate in their education and take responsibility for their learning.

Students are expected to:

- Attend mentorship sessions consistently
- Complete assigned academic work
- Put forth effort, even when work is challenging
- Maintain respectful behavior toward mentors, parents, and others

Students who meet these expectations are more likely to:

- Stay on track academically
 - Build confidence
 - Develop strong independent learning skills
-

SECTION 9: PARENT RESPONSIBILITIES

Because EHFC is a homeschool facilitation program, **parent involvement is essential**.

Parents agree to:

- Oversee daily academic work
- Ensure assignments are being completed honestly
- Administer practice checks and reviews as directed
- Maintain communication with EHFC
- Support their student's progress and accountability

Parents play a critical role in:

- Maintaining consistency
- Reinforcing expectations
- Supporting student success

SECTION 10: ACADEMIC INTEGRITY

Academic honesty is essential to the success of a mastery-based program.

Students are expected to:

- Complete their own work
- Avoid cheating or copying
- Ask for help when needed

Consequences of Academic Dishonesty

If a student engages in:

- Cheating
- Plagiarism
- Dishonest academic behavior

The following may occur:

- Academic consequences (rework, reassessment, etc.)
- Parent notification
- Possible removal from the program

Maintaining integrity ensures that students truly learn and grow.

SECTION 11: COMMUNICATION POLICY

Clear communication between families and EHFC is essential.

Parent Expectations

Parents are expected to:

- Respond to communication in a timely manner
- Notify EHFC of any concerns, schedule conflicts, or changes

EHFC Communication Methods

EHFC communicates primarily through:

- Email
- Online platform (when available)

As the program grows, communication systems may expand to improve efficiency and accessibility.

SECTION 12: TECHNOLOGY USE

Students may use technology as part of their learning experience.

Expectations include:

- Use technology for academic purposes only
 - Follow all instructions for digital platforms
 - Avoid distractions during mentorship sessions
-

Misuse of Technology

Improper use may result in:

- Restricted access to digital tools
 - Additional supervision requirements
 - Disciplinary action if necessary
-

SECTION 13: PROGRAM AUTHORITY

EHFC reserves the right to maintain a safe, structured, and effective learning environment.

EHFC may:

- Update policies as needed with notice
 - Enforce program expectations
-

Grounds for Dismissal

Students may be dismissed for:

- Non-payment of tuition
- Repeated lack of participation
- Ongoing behavioral concerns
- Violation of program policies

These decisions are made to protect the integrity of the program and ensure success for all students.

SECTION 14: LIABILITY & SAFETY

While every effort is made to provide a safe and supportive environment, participation in any educational program carries some level of risk.

EHFC is not liable for:

- Injury
- Illness
- Accidents that may occur during participation

Families acknowledge and accept this responsibility upon enrollment.

SECTION 15: PHOTO & MEDIA RELEASE

EHFC may use:

- Photos
- Videos
- Student work

For educational, internal, or promotional purposes.

Parents may choose to:

- Approve
- Decline

Written consent will be obtained.

SECTION 16: POLICY ACKNOWLEDGMENT

All families are required to:

- Review this handbook in full
- Sign the Parent Agreement Contract
- Adhere to all policies outlined

Enrollment indicates agreement with all program policies and expectations.

SECTION 17: ENROLLMENT PROCESS & FINAL STEPS

We have designed the enrollment process to be **clear, supportive, and structured**, ensuring that each student is properly placed and prepared for success from the very beginning.

Step 1: Inquiry & Information Session

Families begin by scheduling a consultation.

This may be conducted:

- By phone
- Via Zoom

During this session:

- Program structure will be explained
- Questions will be answered
- Family goals will be discussed

This step ensures that EHFC is the right fit for your student before moving forward.

Step 2: Application Submission

Families will complete the enrollment application and submit required documents.

Required Documents May Include:

- Previous transcripts or report cards (if available)
- Standardized test scores (if available)
- Diagnostic testing results (if already completed)
- Parent/Guardian Agreement Form

Documents are submitted through the application process for review.

Transcripts & Academic Records

If available, the most recent academic records should be submitted.

These help EHFC:

- Understand the student's academic history
- Support accurate placement
- Identify potential learning gaps

Diagnostic Testing

Diagnostic testing is a required part of the enrollment process (unless otherwise approved).

- **Fee:** \$125 per student
- Conducted online with parent supervision

This assessment allows EHFC to:

- Determine the student's academic level in each subject
- Identify strengths and weaknesses
- Ensure proper placement within the curriculum

This step is essential to the **mastery-based model** and helps set students up for success.

Step 3: Placement & Curriculum Planning

After reviewing application materials and diagnostic results:

- A personalized academic plan is created
- Curriculum recommendations are provided
- Placement is determined for each subject

This ensures that each student begins at the appropriate level and progresses effectively.

Step 4: Enrollment Confirmation & Payment

To finalize enrollment:

- The Parent Agreement Contract must be signed
- The first tuition payment must be submitted
- Curriculum fees must be paid (if applicable)

Enrollment is not considered complete until all required steps and payments are received.

Flexible Start Dates

EHFC offers flexible enrollment.

Students may begin:

- At any time during the year

Because the program is mastery-based:

- Students are not restricted by traditional grade-level timelines
- Progress is individualized

Promotional Offers (If Applicable)

From time to time, EHFC may offer promotional incentives such as:

- Waived first month of tuition
- Discounted enrollment periods

These offers:

- Apply only at the time of enrollment
- Do not carry over into future terms
- Are subject to change

Step 5: Orientation & Program Start

Once enrolled, families will participate in a **Parent Orientation Webinar**.

This session covers:

- Program expectations
- Daily workflow
- Communication procedures
- Tools and systems used within EHFC

Student Start

After orientation:

- Mentorship sessions are scheduled
- Curriculum is delivered or prepared
- Students begin their academic plan

IMPORTANT ENROLLMENT POLICIES (REINFORCED)

To ensure clarity, the following policies are emphasized at the time of enrollment:

Registration Fee

\$50 per student (non-refundable)

Payment Terms

- Tuition is due by the **25th of each month prior**
- The curriculum must be paid for before ordering
- Late fees and payment policies apply as outlined in this handbook

Commitment to Enrollment

Enrollment secures a student's place in the program.

- Families may not pause or skip months
- Tuition continues unless formal withdrawal is completed

Attendance & Participation

- Weekly mentorship is required
- Consistent participation is expected

Communication

- Parents must maintain active communication
- EHFC will provide updates, feedback, and guidance

ENROLLMENT CHECKLIST

To simplify the process, families can follow this checklist:

- ✓ Schedule consultation
- ✓ Submit application and required documents
- ✓ Complete diagnostic testing
- ✓ Review academic plan
- ✓ Sign Parent Agreement Contract
- ✓ Submit tuition and curriculum payment
- ✓ Attend orientation
- ✓ Begin mentorship sessions

REQUIRED ENROLLMENT DOCUMENTS

Families may be required to submit:

- Completed Enrollment Application
- Academic records (if available)
- Standardized test scores (if available)
- Diagnostic testing results
- Parent/Guardian Agreement and consent forms
- Proof of identification (if required)
- Emergency contact information

FINAL THOUGHTS

We understand that choosing the right educational path for your child is a significant decision.

At EHFC, our goal is to:

- Provide structure without removing flexibility
- Support families without replacing them
- Equip students for long-term success

We are honored to partner with you and look forward to supporting your students' academic journey.