



## **CPSA Guidelines on Registration of Returning Students**

*Registration of Qualified Returning Students would be undertaken online,  
from Monday, March 25<sup>th</sup>, 2024, until Wednesday, April 10<sup>th</sup>, 2024*

### **Registration Package**

The following documents constitutes the Registration Package.

- 1) CPSA Registration Policy
- 2) CPSA Promotion Policy
- 3) CPSA Financial Assistance
- 4) CPSA Health Record Requirements
- 5) CPSA Tuition Fee Schedule
- 6) CPSA Registration & Resource Fee Schedule
- 7) Registration Cover Letter

The Registration Package will be emailed to parents of the returning students by March 10<sup>th</sup>, 2024 to help register their children on timely basis.

### **Registration of Returning Students (Grade 6 - 11)**

The cumulative GPA for the first three quarters of the current academic year provides the basis for the registration process in March 2024 for the 2024-2025 academic year, as explained below.

- 1) The returning students with a cumulative GPA of 2.75 or above shall register for the next grade level. These students must maintain their GPA at 2.75 or above throughout the 4<sup>th</sup> quarter.

At the end of the 4<sup>th</sup> quarter, if their GPA falls below 2.75, they would be asked to withdraw from school with full refund of registration fee.

- 2) The returning students with a cumulative GPA higher than 2.25 but less than 2.75, would not be registered for the next grade level. However, they would be allowed to reserve their seat for the next grade level with a deposit of \$500 per family, by visiting the CPSA office.

At the end of the 4<sup>th</sup> quarter, if their cumulative GPA improves to 2.75 or above, they would be registered for the next grade level. They would use \$500 deposit towards their registration fee.

If their cumulative GPA remains below 2.75, they would be asked to withdraw from school. Their \$500 deposit would be refunded.

- 3) The returning students with a cumulative GPA of 2.25 or below, would not be registered for the next grade level. They would be asked to withdraw from school.
- 4) The returning students with behavioral issues or who require special services that CPSA is not able to provide, would not be registered irrespective of their GPA.

### **Registration of Returning Students (Grade PK4 - 5)**

The returning students in grades PK4 – 5 are expected to maintain satisfactory progress during the first 3 quarters in order to be considered for promotion to the next grade level. The following guideline shall apply for registration of the returning students in Grade PK4 - 5.

- 1) The returning students with satisfactory academic standing will be registered for the next grade level.
- 2) The returning students with unsatisfactory academic standing would not be registered for the next grade level. However, they would be allowed to reserve their seat for the next grade level with a deposit of \$500 per family, by visiting the CPSA office.

At the end of the 4<sup>th</sup> quarter, if their academic standing improves, they would be registered for the next grade level. They would use \$500 deposit towards their registration fee.

If their academic standing remains unsatisfactory, they would be asked to withdraw from school. Their \$500 deposit would be refunded.

- 3) The returning students with behavioral issues or who require special services that CPSA is not able to provide, would not be registered irrespective of their academic standing.