



## Re-Enrollment 2017 -2018

The re-enrollment process begins March 27th for the 2017-2018 school year!

### Re-Enrollment Timeline:

March 27-April 5

#### **RE-ENROLLMENT**

Completed Parent Financial Commitment forms, along with the **\$150 deposit (per family)**, may be turned in at the office to Anna Harp or Sara Lehner.

Checks may be post-dated for May 26<sup>th</sup> if necessary.

**Deposit AFTER April 5<sup>th</sup> is \$500.**

You have until May 26<sup>th</sup> to request a deposit refund if you decide to withdraw your student for the coming school year. The deposit will be refunded, minus any tuition, fee or other balance still due from previous years.

Tuition adjustment applications will also be available for pick-up.

April 5

**FINAL DEADLINE** for all tuition adjustment requests with all supporting documentation. **Tuition adjustments applications receive after this date will have \$500 added to the adjusted tuition.**

May 1 - 5

Tuition adjustment results will be prepared and mailed to parents.

May 12

**DEADLINE** to request a 2<sup>nd</sup> tuition adjustment if needed. See tuition adjustment process and expectation for details regarding second adjustment requests.

May 26

Contracts for 2017-2018 must be signed and payment plan selected. If not paying in full, set up payment online through FACTS: Go to <https://online.factsmgt.com/signin/3C8X3>. If you are a New FACTS User, select Create username & password. Once logged in, click on the **Set Up Payment Plan** link.

July 2017

First tuition payment due.

**Contracts signed and completed after May 26<sup>th</sup> will be assessed a \$250 late fee.**

The above deadlines do not apply to new families enrolling for the first time.

## Thank you!