

# Birchwood Christian School

***"Home of the Warriors"***

New Student (K-12)

Application Packet

**2021-2022** School Year



22208 North Birchwood Loop Road  
Chugiak, AK 99567

School Office: 907-688-2228

Fax: 907-688-2159

Email: [info@birchwoodwarriors.org](mailto:info@birchwoodwarriors.org)

Web: [www.birchwoodchristianschool.org](http://www.birchwoodchristianschool.org)

# ADMISSION PROCEDURES

## Admissions, Standards, Policy, and Procedures

1. Parents must be in agreement with the policies of BCS and will be held accountable to partner with the school staff and administration in reinforcing rules and policies with their children.
2. Students must desire to be a part of the BCS community, and be willing to submit to the standards, regulations and discipline by BCS leadership.
3. Registration is not official until all the completed forms are turned in and all applicable fees are paid.
4. Students enrolled in the 7th grade or who have not been enrolled in the Anchorage School District for one year are required to submit the results of a tuberculin skin test using the P.P.D. skin test. State required immunization records must be on file.
5. Each family is required to fulfill **25** hours of volunteerism, each school year, in the classroom or during extracurricular activities. (See Volunteer hours under PTO heading in handbook)
6. Each family is required to participate in **4** BCS fundraisers each year.

## Non-Discrimination Clause

Birchwood Christian School does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship, athletic or other school administered programs.

## Enrollment and Acceptance Process

Attendance at Birchwood Christian School is a privilege, not a right. Acceptance will be on the basis of agreement with the Philosophy and guidelines of the school by both the parents and the student. The student must indicate their agreement by signing, the BCS Student Agreement Form. Students who are failing academically or who have substance related or disciplinary problems are not encouraged to apply.

## Admissions Process

Enrollment process begins by receiving our enrollment packet. New applicants must read, fill out, and return to the BCS school office all registration forms and questionnaires after reading the student/parent handbook. A student will not be considered for enrollment until all completed forms are turned in.

After all required paperwork is turned in to BCS school office the Admissions Committee will interview all new families and students. Students will be interviewed individually after the family interview. The Admissions Committee will determine final eligibility and then make the selection to fill any openings that may be available.

The Admission Committee is looking for a commitment to the Lord Jesus Christ as evidenced by the prospective student's testimony, commitment to the student's local church and character. We believe that students must desire to attend here. A student's attitude and behavior should show respect toward adults and peers. A student's desire to associate with other Christian young people through their church's youth group, Bible studies, or other groups is important. The Admissions committee is looking for evidence that the prospective student has a growing, personal relationship with the Lord Jesus Christ. The Admissions Committee is also looking for a commitment on the part of the family to the Lord Jesus Christ as evidenced by the family's regular attendance at a local church. We believe the home, church, and school need to support each other physically and spiritually. When one or more of these influences contradicts or fails to support the other, the effect is often counterproductive to what we are trying to accomplish at BCS. BCS is looking for evidence that the prospective student can be successful in our program, both academically and socially. It is in the best interest of the prospective student to be enrolled in a program where their success is at least moderately assured. It is not our desire to enroll any student who we feel would not be successful.

# **Birchwood Christian School**

## **Admission Procedures**

**(One form per family)**

**General Admission Standards:** Birchwood Christian School is committed to preparing students to effectively engage our culture and world with the gospel of Jesus Christ. **For this reason, we will only be enrolling students who are sincerely committed to our mission (Mt. 28:19-20).**

**Application Procedure:** Use the following checklist to guide your application process. The following items need to be submitted before a student will be accepted for enrollment:

### **The Process:**

**Step One: Submit the items listed below.**

- ☐ **Application for Admission**
- ☐ **\$350 per student Materials/Registration Fee**  
(Fee is refundable if denied admission to Birchwood Christian School).
- ☐ **A copy of report cards and standardized test results (Gr. 1st-12<sup>th</sup>)**
- ☐ **A copy of any IEP/504 plan for review, if applicable**
- ☐ **Student Questionnaire (Grades 6-12 only)**
- ☐ **Youth Pastor/Leader Reference Form**
- ☐ **Pastor's Reference Form**
- ☐ **Signed Partnership Agreement - all Parents (& Student grades 6-12)**

**Step Two: Schedule with school office 688-2228 or [info@birchwoodwarriors.org](mailto:info@birchwoodwarriors.org)**

- ☐ **Interview with the Principal or Superintendent**

### **Upon Acceptance**

**Step Three: Submit required forms**

- ☐ **Signed authorization form requesting school records**
- ☐ **Tuition Agreement and payment plan** (Plan must be approved and signed by Principal)
- ☐ **Activity Release Form**
- ☐ **Birth Certificate**
- ☐ **Immunization Records**
- ☐ **School Physical**
- ☐ **Media Release Form**
- ☐ **Enroll in Smart Tuition** (see instructions on last page)

Birchwood Christian School admits students of any race, sex, national or ethnic origin to all rights, privileges, programs and activities generally made available to students at BCS. We do not discriminate on the basis of race, sex, or national or ethnic origin in the administration of our educational policies, scholarship and financial aid programs, athletic or any other programs.

Birchwood Christian School reserves the right to select students based upon academic performance, Christian commitment, philosophical agreement, and a willingness to cooperate with the BCS administration and to abide by school policies.

# Application for Admission

## Birchwood Christian School

(One form per family unless parents share joint custody, then one form for each parent)

**School Year 2021-2021**

### Parent Information

(If parents share custody, please fill out a form for each parent.)

Mr. & Mrs./ Mr./ Ms./ Dr./ Rev. \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ cell (dad) \_\_\_\_\_ cell (mom) \_\_\_\_\_

Email (dad) \_\_\_\_\_ Method & best contact time \_\_\_\_\_

Email (mom) \_\_\_\_\_ Method & best contact time \_\_\_\_\_

Relationship to Student: \_\_\_ Mother \_\_\_ Father \_\_\_ Stepparent \_\_\_ Guardian

Student's parents are: \_\_\_ Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ Single \_\_\_ Widowed

Name and address of non-custodial parent (optional) \_\_\_\_\_

Home Church \_\_\_\_\_ Pastor \_\_\_\_\_

Church Address \_\_\_\_\_

### FATHER

Full Name \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Business Phone \_\_\_\_\_

Bus. Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### MOTHER

Full Name \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Business Phone \_\_\_\_\_

Bus. Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### Children Enrolling

Name \_\_\_\_\_ DOB \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Applying for Grade \_\_\_\_\_

Name \_\_\_\_\_ DOB \_\_\_\_\_ Applying for Grade \_\_\_\_\_

# 2021-21 BCS Student Application (K-12)

Please Fill Out for Each Student Enrolling

First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last \_\_\_\_\_

First Name Used \_\_\_\_\_ DOB \_\_\_\_\_

Parent Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applying for Grade \_\_\_\_\_ Academic Year 2021/2022 ☐ Male ☐ Female

K3/4 and K-5th grade school hours **8:00am - 2:30pm**

6th-12th grade school hours **8:00am - 2:35pm**

## Academic History

School	Address	Grades Attended	Reason for Leaving
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Academic Interests \_\_\_\_\_

What concerns do you have regarding your child's progress? \_\_\_\_\_

\_\_\_\_\_

Has the student ever skipped or repeated a grade? ☐ Y ☐ N which grade? \_\_\_\_\_

Explain: \_\_\_\_\_

Has the student ever been tested (I.E.P.), diagnosed, or enrolled in any special education program or special school? \_\_\_\_\_

\_\_\_\_\_

**\*\* Please attach most recent copy of IEP or 504**

Does the student have a history of any of the following: discipline problems, suspensions, expulsions, excessive absences? If YES, please list school(s), infraction(s), and explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please sign below to indicate your agreement with and willingness to cooperate with Birchwood Christian School in the Christ-centered education of your child.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# ***Birchwood Christian School Partnership Agreement***

**Parents and Each student in All Grades MUST Read and Agree With the Following Guidelines**

## **I. Commitment of Students**

- A. I will maintain a courteous, respectful, and friendly attitude towards others.
- B. I will work responsibly in the classroom without regularly distracting others.
- C. I will display a Christ-like attitude in speech and action.
- D. I will dress neatly and modestly, keeping my body clean and well-groomed.
- E. I agree with Birchwood Christian Schools statement of Faith
- F. I agree with and will follow all policies outlined in the *Student Handbook*.

## **II. Commitment of Parents**

- A. I will be courteous and respectful towards school personnel at all times.
- B. I will never speak disrespectfully of school personnel in front of my children.
- C. I will offer grace and forgiveness in the face of difficulty or disagreement.
- D. I will seek resolution to conflict in a Christ-like manner (Mt.18:15-17).
- E. I agree with Birchwood Christian Schools statement of Faith
- F. I will support this ministry through prayer, speech and action.

## **III. Commitment of the School**

- A. We will be courteous and respectful towards parents and students at all times.
- B. We will offer grace and forgiveness in the face of difficulty or disagreement.
- C. We will seek resolution to conflict in a Christ-like manner (Mt. 18:15-17).
- D. We will support our students and families through prayer, speech and action.
- E. We will strive to provide an excellent school experience for our students.

## **IV. We have read the BCS Student/Parent Handbook and agree to abide by the policies stated therein, and by the guidelines listed above.**

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**Signature of Student**

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**Date**

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**Signature of Parent/Guardian**

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**Date**

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**Signature of Principal**

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**Date**

## Parent Form for MEDIA RELEASE

I, the undersigned, do hereby grant or deny permission to Birchwood Christian School to use the image of my child, \_\_\_\_\_, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Birchwood Christian School Web site.

- ☐ Deny permission to use my child's image at all.
- ☐ Grant permission to use my child's image in the following way:
  - ☐ **Limited usage:** I want my child's image used within the Birchwood Christian School setting only (not in the larger community).
  - ☐ **Unrestricted usage:** I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by Birchwood Christian School for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*If you have questions, contact Birchwood Christian School at 688-2228.*

**Birchwood Christian School**  
**Activities Registration - Release Form**  
**(One form per student)**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent Name(s): \_\_\_\_\_

Important Medical Information (allergies, medications, etc.): \_\_\_\_\_

Medical Insurer: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell \_\_\_\_\_

Medical Release

I, \_\_\_\_\_ (parent) grant permission for any Birchwood Christian School representative to obtain medical treatment for my child, \_\_\_\_\_ in case of sickness or injury.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Permission to Participate in BCS Activities

To participate in various BCS sponsored activities: I authorize the counselors at BCS to transport my child to each activity. I recognize the hazards inherent in trips to and from activities. I recognize there is a significant element of risk in any outdoor, sport or activity. Knowing the inherent risks and dangers and rigors involved in the activities, I the parent/guardian choose to voluntarily accept responsibility for any injury my child may sustain. I recognize that my child is of age to make decisions both good and bad. If my child's actions deem him/her to be unmanageable or inappropriate, I will be responsible for whatever actions the leadership determines is necessary.

I, the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge all sponsors from any and all claims, demands, or injury while participating in these activities.

I, \_\_\_\_\_ (parent) grant my child, \_\_\_\_\_, permission to participate in all Birchwood Christian School activities for the 12 (twelve) month period beginning **July 1, 2021** and ending **June 30, 2022**.

**If Student will be participating in 6<sup>th</sup> through 12<sup>th</sup> grade sports – please attach a copy of their current, within 1 year, sports physical**

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)



**Birchwood Christian School**  
***Youth Pastor/Leader Reference Form (Grades 6-12)***  
*To be completed by student and signed by youth pastor/leader*

Explain how you came to know Jesus. \_\_\_\_\_

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Describe your current relationship to Jesus. \_\_\_\_\_

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What youth group do you attend? \_\_\_\_\_

What is the name of your Youth director? \_\_\_\_\_

How do you serve at your church?

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\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Youth Pastor/Youth Leader**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Church**

**Birchwood Christian School**  
**Pastor's Reference Form**  
**(One form per student)**

Family Name \_\_\_\_\_

Student Name \_\_\_\_\_

***Our Mission***

*We exist to prepare and equip students spiritually, educationally and socially to effectively engage our culture and our world with the gospel of Jesus Christ.*

**Dear Pastor,**

**It is our great desire to partner with families to provide an excellent Christian education for our students.**

**BCS STATEMENT OF FAITH**

**We believe...**

**The Godhead:** We believe the Godhead exists in three Persons: Father, Son and Holy Spirit. These three persons are one God, having precisely the same nature and attributes. *John 10:30; John 1:1*

**Jesus Christ:** We believe in His eternal existence as God; His Incarnation and Virgin Birth; His perfect life here on earth and death on the cross as the substitution atonement for sin; His literal, bodily resurrection from the dead; His present ministry of intercession in heaven; and His personal, future return to earth. *Matt. 1:18-25; 4:1-11; Luke 24; John 14; Phil. 2:5-11; Col. 1:13-22; 2:9*

**The Holy Spirit:** We believe that the Holy Spirit, the third Person of the Godhead, convicts men of sin, regenerates, baptizes, indwells, seals and sets apart believers unto a holy life; that He keeps and empowers believers day by day; that He is the Teacher of the Word of God and our Guide for daily living. *1 Cor. 2:13; 2 Cor. 13:14; Gal. 5:13-25; 1 Thess. 5:19; 1 Tim. 3:16; 4:1; 2 Tim. 1:14*

**The Scriptures:** We believe the Bible is the inerrant, inspired Word of God. The Bible is our supreme and final authority in matters of faith and life. *2 Tim. 3:15-17; Heb. 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21*

**Man:** We believe that man was created innocent and pure and Adam fell through the sin of disobedience. Therefore, all people are corrupted in body, soul and spirit and need redemption. All people have the knowledge of God and choose to seek Him or not to seek Him. *Romans 1:19; 5:12; 1 Cor. 1:21-31; 15:19, 21-22; Eph. 2:1-22*

**Salvation:** We believe that salvation is by grace alone, a free gift of God apart from works; salvation involves repentance, a turning from one's own way to God's way and will. Salvation is through personal faith in the Lord Jesus Christ; all who receive Jesus Christ are a new creation, and that true salvation will be evidenced by a changed life. *Romans 3:28; 6:23; John 3:16; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6 to 2:11*

**Church:** A New Testament church is a local body of believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous body, operating through Elder leadership under the Lordship of Jesus Christ. In addition to the local church, the New Testament speaks of the church as the universal body of Christ, which includes all of the redeemed of all the ages. *Matt. 16:15-19; 18:15-20; Acts 2:41-42, 47; 15:1-30; 16:5; 20:28; Phil. 1:1; Col. 1:18; 1 Tim. 3:1-15*

**Baptism and Communion:** We believe that baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. Communion is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of Christ and anticipate His second coming. *Matt. 3:13-17; 26:26-30; Rom. 6:3-5; 1 Cor. 10:16, 21; 11:23-29; Col. 2:12*

**The Future:** We believe that every soul is eternal. We believe in the personal, visible, bodily return of Jesus Christ to earth; in the bodily resurrection of the just to eternally abide in the glory of God's presence, and in the bodily resurrection of the unjust to judgment and everlasting punishment. *1 John 2:28; 3:2; Jude 14; 1 Tim. 6:14; 2 Tim. 4:1, 8; Titus 2:13; Heb. 9:27-28*

**Thank you for giving thoughtful response to the following items. Please return this form directly to the school. All responses remain confidential.**

**Does your church doctrinal statement align with the Statement of Faith of Birchwood Christian School? \_Y\_N**

**Pastor signature required.**

<u>Christian Commitment</u>	Father	Mother	Student
*Very evident	_____	_____	_____
*Somewhat evident	_____	_____	_____
*Little or no evidence	_____	_____	_____
<u>Church Attendance</u>			
*Faithful and regular	_____	_____	_____
*Irregular/ occasional	_____	_____	_____
*Infrequent/ never	_____	_____	_____
<u>Church Relationship</u>			
*Member in good standing	_____	_____	_____
*Not a member, but faithful	_____	_____	_____
*Unsupportive	_____	_____	_____

Is the student active in the Sunday school and/or Youth Program of the church? ☐Y☐N

Is the student (or parent) a member of the church? ☐Y☐N

How long have you known the student and his/her family? \_\_\_\_\_

Do you recommend the student for admission to Birchwood Christian School? ☐Y☐N

**Pastor Name** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Church** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Church Address** \_\_\_\_\_

**Pastor Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Birchwood Christian School**  
**2021-2022 Tuition Agreement Form**  
(One form per family)

Parent(s) \_\_\_\_\_ Date \_\_\_\_\_

**Student Materials/Registration Fee: \$350\***

\*all students pay fees (regardless of financial assistance or scholarship status)

\*initial \_\_\_\_\_

<u>2021-22 K-12 Tuition</u>	<u>Yearly Tuition</u>	<u>10-month plan</u>	<u>11-month plan</u>
First Student (Oldest)	\$5,350	\$535/mo.	\$486.36/mo.
Second Student Third	\$3,650	\$365/mo.	\$331.82/mo.
Student Fourth +	\$2,100	\$210/mo.	\$190.91/mo.
Students	\$1,200	\$120/mo.	\$109.09/mo.

<u>Pre-School Tuition</u>	<u>Yearly Tuition</u>	<u>10-month plan</u>	<u>11-month plan</u>
K3 Full-time M-F	\$5,700	\$570/mo.	\$518.18/mo.
K3 Part-time M-W-F	\$5,000	\$500/mo.	\$454.55/mo.
K4 Full-time M-F	\$5,700	\$570/mo.	\$518.18/mo.
K4 Part-time M-W-F	\$5,000	\$500/mo.	\$454.55/mo.

**We choose to pay our tuition for the 2021-2022 school year by the following method:**

Please select a payment & billing frequency below.

All student financial account payment and management will be through *Smart Tuition*.

**Payment Option #1:**

☐ Payment in full, including materials and registration fees by August 1, 2021. (Receive \$100 discount per family.)

**Payment Option #2:**

☐ 10 monthly installment plan. (August 1, 2021 - May 1, 2022. A late fee will be assessed August 10, 2021)

**Payment Option #3:**

☐ 11 monthly installment plan. (July 1, 2021 - May 1, 2022. A late fee will be assessed July 10, 2021)

**Please note: Smart Tuition charges a late fee of \$40 on the 12th of each month.** If tuition is not received by the 15<sup>th</sup> day of the month, student may be withdrawn from BCS.

Understanding the principles of honesty and Biblical stewardship and understanding the necessity of funds being made available in a consistent manner in order to operate this ministry, I/we hereby pledge to honor the terms of this tuition agreement.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

BCS Principal \_\_\_\_\_ Date \_\_\_\_\_

## Birchwood Christian School:

### TUBERCULOSIS (TB) RISK ASSESSMENT



Student \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian filling out form: \_\_\_\_\_ Date: \_\_\_\_\_

Please answer ALL 4 Questions: All New-to-School Preschool through 12<sup>th</sup> grade

1. Where was this student born? (City, State & Country) \* \_\_\_\_\_ \*

Children born in the U.S., Canada, Australia, New Zealand or Western/Northern Europe **do not** need TB testing.

**\*Children born in US protectorates or on US Military bases in countries not listed above DO require TB testing and equals YES to #1**

2. Has the student been in contact with anyone who has active TB disease in the past year?

3. Has the student travelled to any high TB-rate countries for more than 30 days total during the past year?  
(any country **other than** U.S., Canada, Australia, New Zealand, or Western/Northern Europe)

4. In Alaska, TB is most common in the Yukon-Kuskokwim or Norton Sound regions. Does the student live in one of these regions, or has the student travelled to one of these regions for more than 30 days in total during the past year?

**ANY YES Answers** mean your child is **at risk for TB** and must receive a PPD TB skin test or have an IGRA blood test done at your healthcare provider **OR** a blood test at a laboratory called IGRA (Interferon Gamma Release Assay)

**Alaska State law** requires PPD (purified protein derivative) tuberculin skin testing (TST) **or** Interferon Gamma Release Assay (IGRA) blood test for all students of any age who are new to our school with positive TB risk assessment. *(students who have attended then left BCS and returned less than 2 years later are NOT new to school)*

Parent/Guardian Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SMART TUITION GENERAL ENROLLMENT INSTRUCTIONS

Your School has partnered with Smart Tuition to service your child's tuition account. To enroll online, please follow the instructions below:

### 1. ONLINE ENROLLMENT

Visit: [www.enrollwithsmart.com](http://www.enrollwithsmart.com)

### 2. WELCOME TO ENROLL WITH SMART

Click on the blue box, Create a New Account.

### 3. FIND YOUR SCHOOL

Enter your school's name in the search box. Make your selection by clicking the green circle.

### 4. SECTION 1 – WHO WILL PAY?

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

### 5. SECTION 2 – WHO WILL ATTEND?

Enter the names and grades of the children who will attend the school. If you already have a child in this school with a Smart Tuition account, simply add any additional children to your existing account by going to [enrollwithsmart.com](http://enrollwithsmart.com) and enter your current account information under I Have A Smart Account.

### 6. SECTION 3 – HOW & WHEN TO PAY?

Review the payment plans offered by your school and choose one. The payment plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered by your school.

### 7. SECTION 4 – SUBMIT

Review Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online enrollment.

### REGISTRATION APPLICATION SUCCESSFUL

You will receive a confirmation page with your Smart Tuition Family ID. Your school will then review your enrollment, and once complete, you will receive confirmation from Smart Tuition.

### ACCOUNT ACTIVATION

Once your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Smart Tuition account at [parent.smarttuition.com](http://parent.smarttuition.com).

The Smart Tuition program manages tuition payments and follows the policies established at the school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year! Our Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.

