

INSTRUCTION SHEET
2020-21 AC ENROLLMENT PROCESS

RETURNING STUDENTS:

Step 1: Obtain Enrollment Contract

Obtain the Enrollment Contract that was sent via the students, or print it from the 2.3.20 AC Newsletter. You may also print a copy of the Enrollment Contract from the AC website.

Step 2: Review Enrollment Contract

Review the terms and conditions of the Enrollment Contract for the 2020-21 academic year. If you agree with the terms and conditions, then proceed to Step 3.

Step 3:

Fill out the first page of the Enrollment Contract with the student's information. You must return **one Enrollment Contract per student**. Fill out the back page by indicating the following:

1. Check the blank next to the Enrollment Deposit applicable to the student
2. Check the blank next to the Fees applicable to the student
3. Check the blank next to the Tuition associated with the child's grade level
4. Check the blank next to any Discounts that may apply to your household
5. Check the blank next to the preferred Payment Plan option for the upcoming year
6. Execute the contract by having each Parent/Guardian financially responsible for the fees and tuition sign and print their name(s) along with the date of execution and applicable email address(es)

PLEASE NOTE: Signing the Enrollment Contract indicates acceptance of financial responsibility associated with the **FULL ANNUAL TUITION AND FEES** indicated. Withdrawal of a student **prior** to the first day of school in the 2020-21 academic year, results in a refund of only 75% of the student's tuition owed. **After** the first day of school, tuition associated with the entire academic year is owed as specified within the contract. The Enrollment Deposit and Fees due at the time of registration are **non-refundable**.

Step 4

Return the Enrollment Contract with the applicable Enrollment Deposit and Workbook/Graduation Fees associated with each student (Note: submission of the contract without the fees will not secure a space for the student). Paperwork and Fees may be returned in the following ways:

- Return via students (only checks) to teachers and/or office personnel
- Return in person (checks or cash) to High School Office only
- Return by mail (only checks) to ACCS, Attn: Finance Office- Enrollment, 300 Chinquapin Lane, Natchez, MS 39120

Please Note: Households that elect a Prepayment Plan option must return the Enrollment Deposit/Fees in a check/payment separate from Tuition.

Step 5

Wait for receipt of an invoice from the Finance Office.

- Payment in full of the fees and tuition with executed Enrollment Contract will result in receipt of an invoice with a \$0 balance
- Payment of fees with a Prepayment Plan option in the executed Enrollment Contract will result in receipt of an invoice with tuition cost owed. Failure to pay by the date indicated may result in the loss of the applicable discount.
- Payment of fees with a Bank Financing option in the executed Enrollment Contract will result in receipt of an invoice with tuition cost owed along with instructions indicating how to secure bank financing.

Please Note: All fees and fines applicable to the 2019-2020 academic year must be paid prior to re-enrollment of a student. Any fees and fines generated on a student's account after the re-enrollment process but prior to the first day of school must be paid before a student will be allowed to attend class. Failure to pay any financial obligation to the school in a timely manner will terminate all rights of a student to attend classes but will not terminate the Enrollment Contract or any fees that may be due and owing on the student's account.

For questions regarding the Enrollment Process, please call the school to **make an appointment** with the Finance Office, or email your questions to Dee Ray at deeray@adamschristian.org.

NEW STUDENTS:

Step 1: Make an Appointment with an Administrator

In-person interviews are required prior to the enrollment of any new student at ACCS. Parent(s) and/or guardian(s) are required to attend along with the potential student. Please call the school to make an appointment and/or request to tour the school. Appointments and/or interviews may also be requested via email at info@adamschristian.org.

Step 2: Obtain and Return Paperwork

Sign a Release authorizing ACCS to obtain the necessary academic and discipline records from the student's current school. Gather and return the necessary paperwork with regard to the student's biographical information, and obtain a copy of the Enrollment Contract for the upcoming year.

Step 3: Review Enrollment Contract

Review the terms and conditions of the Enrollment Contract for the 2020-21 academic year. If you agree with the terms and conditions, then proceed to Step 4.

Step 4:

Fill out the first page of the Enrollment Contract with the student's information. You must return **one Enrollment Contract per student**. Fill out the back page by indicating the following:

1. Check the blank next to the Enrollment Deposit applicable to a New Student
2. Check the blank next to the Fees applicable to the student
3. Check the blank next to the Tuition associated with the child's grade level
4. Check the blank next to any Discounts that may apply to your household
5. Check the blank next to the preferred Payment Plan option for the upcoming year
6. Execute the contract by having each Parent/Guardian financially responsible for the fees and tuition sign and print their name(s) along with the date of execution and applicable email address(es)

PLEASE NOTE: Signing the Enrollment Contract indicates acceptance of financial responsibility associated with the **FULL ANNUAL TUITION AND FEES** indicated. Withdrawal of a student **prior** to the first day of school in the 2020-21 academic year, results in a refund of only 75% of the student's tuition owed. **After** the first day of school, tuition associated with the entire academic year is owed as specified within the contract. The Enrollment Deposit and Fees due at the time of registration are **non-refundable**.

Step 5

Return the Enrollment Contract with the applicable Enrollment Deposit and Workbook/Graduation Fees associated with each student (Note: submission of the contract without the fees will not secure a space for the student). Paperwork and Fees may be returned in the following ways:

- Return in person (checks or cash) to High School Office only
- Return by mail (only checks) to ACCS, Attn: Finance Office- Enrollment, 300 Chinquapin Lane, Natchez, MS 39120

Please Note: Households that elect a Prepayment Plan option must return the Enrollment Deposit/Fees in a check/payment separate from Tuition.

Step 6

Wait for receipt of an invoice from the Finance Office.

- Payment in full of the fees and tuition with executed Enrollment Contract will result in receipt of an invoice with a \$0 balance
- Payment of fees with a Prepayment Plan option in the executed Enrollment Contract will result in receipt of an invoice with tuition cost owed. Failure to pay by the date indicated may result in the loss of the applicable discount.
- Payment of fees with a Bank Financing option in the executed Enrollment Contract will result in receipt of an invoice with tuition cost owed along with instructions indicating how to secure bank financing.

For questions regarding the Enrollment Process, please call the school to make an appointment with the Finance Office or email your questions to Dee Ray at deeray@adamschristian.org.