

INSTRUCTION SHEET FOR RETURNING STUDENTS
2022-23 ACCS ENROLLMENT PROCESS

Step 1: Obtain Enrollment Contract

Go to the AC website at www.adamschristian.org, click the button labelled Online Enrollment and follow the instructions. Email any questions to accsregistration@adamschristian.org. Our preferred method is online enrollment; however, there is a copy of the Enrollment Contract under the Admissions section of our website, if you prefer to download and turn in directly to the school. If you do not have access to this form via the internet, then you may obtain a manual Enrollment Contract from the High School Office.

Step 2: Instructions Regarding the Enrollment Contract

If filling out a form manually rather than online, fill out the first page of the Enrollment Contract with the student's information (If you are completing the process online, you will fill in this information as you proceed through the questions on the internet). You must return **one Enrollment Contract per student**. The back page signifies your agreement to the terms of admission, and you must do the following:

1. Check the blank next to the Registration Fee applicable to the family. There will be only one Registration Fee per family; therefore, you will only choose this option when enrolling the first (oldest) child in a family with multiple siblings. This option will be blank for the enrollment of all subsequent siblings (oldest to youngest).
2. Check the blank next to the Other Fees applicable to each student.
3. Check the blank next to the Tuition associated with each child's grade level based upon the Payment Plan option (bank financing or paid in full) each family intends to use.
4. Check the blank next to the preferred Payment Plan option for the upcoming year.
5. Execute the contract by having each Parent/Guardian financially responsible for the fees and tuition indicate acceptance of the terms of the agreement. Please do not forget that each family must include an email address to complete the enrollment process.

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 2022-23 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 Fees due at the time of registration are **non-refundable**.

Step 3: Return Enrollment Contract

The Enrollment Contract will automatically be delivered to the school by electronic means upon signifying your acceptance of the terms in the last section. There is no need to take any further action until you hear from the Financial Office. If you are completing the Enrollment Contract manually, return the document to the school in the following ways:

- Return via students or in person to the High School Office only
- Return by mail to ACCS, Attn: Finance Office- Enrollment, 300 Chinquapin Lane, Natchez, MS 39120

Step 4: Review Receipt and Follow Further Instructions from Finance

Wait for receipt of an invoice from the Finance Office, which will be delivered electronically to the email address specified on the Enrollment Contract unless other delivery options are specified, in writing. The invoice will contain all instructions with regard to the various methods of payments accepted by the school and the manner in which such payment can be made. If families choose to pay all fees and tuition in full after receipt of the invoice, the Finance Office will return an invoice indicating a \$0 balance. If the fees are paid in full, then an invoice will be generated indicating the tuition owed on the account. Any families that choose to take advantage of bank financing will receive an invoice with the balance due along with instructions regarding the next steps to take with the bank. Failure to pay any balance due in accordance with the date indicated on an invoice may result in forfeiture of the student's placement for the upcoming school year or loss of any applicable discount.

Please Note: All fees and fines applicable to the 2022-2023 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.