

INSTRUCTION SHEET FOR RETURNING STUDENTS **2024-25 ACCS ENROLLMENT PROCESS**

Step 1: Obtain Enrollment Contract

Go to the ACCS website, www.adamschristian.org, click the button for online enrollment, and follow the instructions. 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, you may download and return it directly to the school. If you do not have access to this form via the internet, then you may obtain an Enrollment Contract from the High School Office.

Email any questions about the process to one of the following:

accsregistration@adamschristian.org or <mailto:info@adamschristian.org>.

Step 2: Instructions Regarding the Enrollment Contract

Fill out the first page of the Enrollment Contract with the student's information (online- the form will populate this information as you proceed). You must return **one Enrollment Contract per student**. The back page signifies your agreement to the terms of admission. Instructions for the remainder of the information are as follows:

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.
4. Check the blank next to the preferred Payment Method for the upcoming year.
5. Identity of the Primary Financially Responsible Party (one per household) or all Financially Responsible Parties with the percentage assigned to the obligation (divided households).
6. Execute the contract by having one (online) or both (paper/manual) Parent(s)/Guardian(s) 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 **FULL ANNUAL TUITION AND FEES**. Withdrawal of a

student **prior** to the first day of school for the 2024-25 academic year, results in a refund of only 75% of the tuition owed. **After** the first day of school, tuition is non-refundable. All Fees are **non-refundable**.

Step 3: Return Enrollment Contract

The online Enrollment Contract will automatically be delivered to the school by electronic means upon signifying your acceptance of the terms in the last section. If you are completing the Enrollment Contract in person/on paper, return the document to the school as follows:

- In person to the High School Office only
- By mail to ACCS, Attn: Finance Office- Enrollment, 300 Chinquapin Lane, Natchez, MS 39120

There is no need to take any further action until you hear from the Financial Office.

Step 4: Review Invoice and Follow Further Instructions from Finance

After the school receives the Enrollment Contract, the Finance Office will review the information and email an invoice. All invoices are emailed unless written instructions request another delivery method. The invoice will contain instructions, including the various methods of payments accepted by the school and the manner in which such payment can be made. Families that choose the financing option must pay all fees outlined in the invoice before paperwork will be released to initiate the bank process. Families that choose to pay tuition and fees in full must make only one payment to receive the discount as multiple payments will not be accepted. Failure to pay any balance due as specified 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 2023-2024 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. Administration reserves the right to decline to accept a student for re-enrollment for the next academic year based on multiple factors outlined in the Parent and Student Handbook.