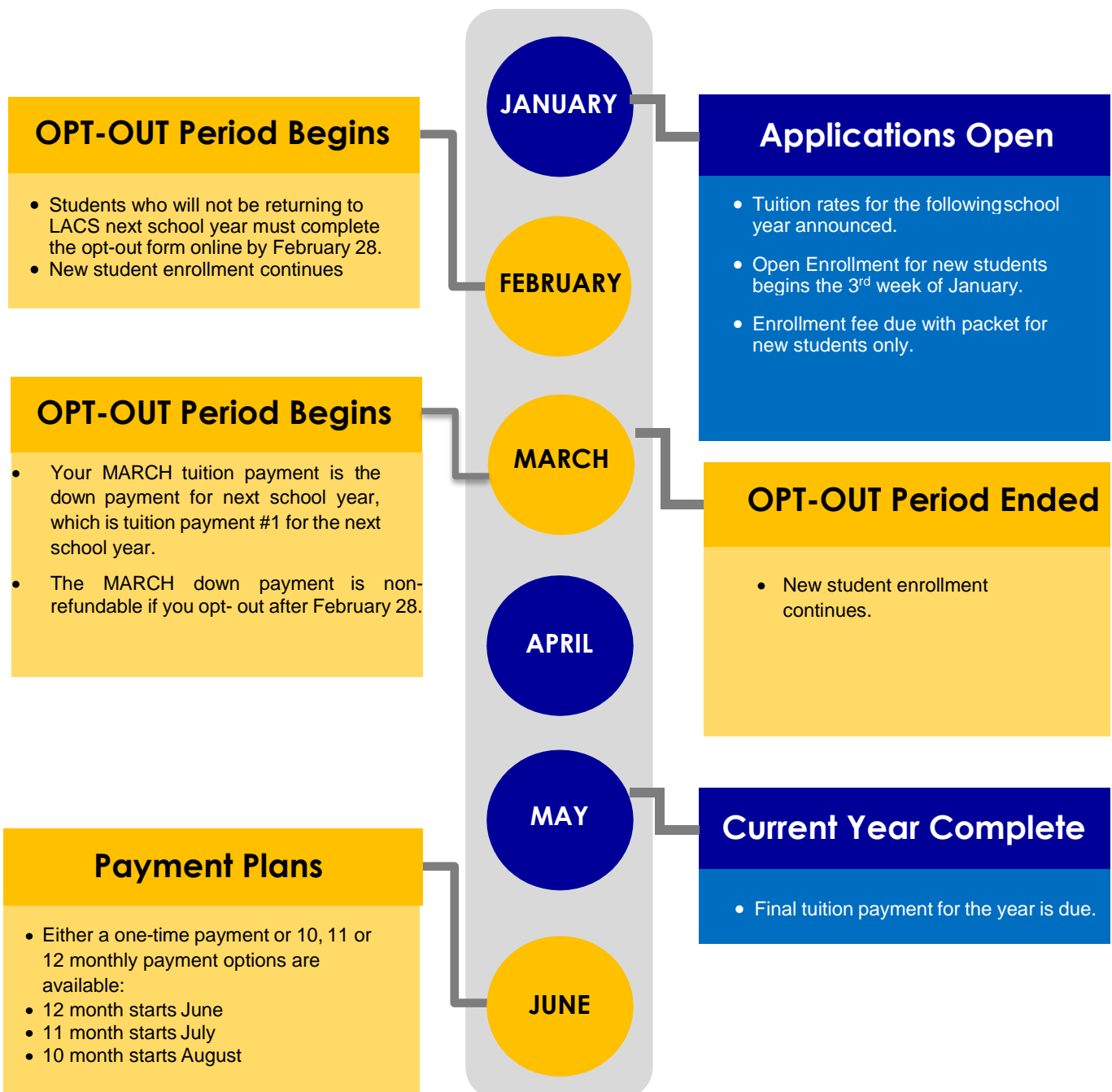




CONTINUOUS enrollment

LOS ALTOS CHRISTIAN SCHOOLS

Continuous Enrollment is an efficient way for families to re-enroll from year to year. In fact, there is no need at all to re-enroll. Once your children enroll, they are continuously enrolled until graduation from LACS or the family follows an opt-out procedure.



Frequently Asked Questions

What is continuous enrollment?

- Rather than an OPT-IN annual re-enrollment process, Continuous Enrollment is an OPT-OUT process. In other words, if you are returning to LACS after initially enrolling, you will never have to fill out another enrollment packet.
- OPT-OUT forms must be completed by February 28, if you are not planning to return.
- No student will be considered for re-enrollment for the succeeding academic year unless their billing account is current, and they are in good academic standing.
- LACS reserves the right to withdraw acceptance and terminate the enrollment contract based on determinations made by LACS in its sole discretion that the student did not satisfactorily complete the school year either academically or behaviorally.

What is the Continuous Enrollment annual cycle?

- **January**
 - Tuition rates for the next year announced and distributed
 - 3rd Week of January: Open Enrollment for new students begins
 - 3rd Week of January: Opt-Out Period begins:
Complete the OPT-OUT form in the link below
<https://www.lacs.com/opt-out-enrollment-form/>
- **February**
 - February 28: Opt -Out Period ends
- **March**
 - March 1: Continuous Enrollment tuition down payment (10%) for next year is due, which is the tuition payment #1 for next year.
- **June through February**
 - Monthly tuition installments due according to elected plan
 - Annual payments (pay in full, 2% discount) due in July (for families who choose annual)
- **March of the next year**
 - Continuous Enrollment down payment 10% for the following year due
- **April or May of the next year**
 - Final tuition payment 12 of 12 / 11 of 11 / 10 of 10 due



Frequently Asked Questions

What tuition payment plan(s) does LACS offer?

All families choose one of three payment plans:

- **One annual payment** for the full year tuition (less the 10% Continuous Enrollment down payment) due July 1st
- **Twelve, Eleven or Ten monthly payments**, starting with the 10% Continuous Enrollment down payment in March and continuing June-May (the following April payment is for the next year) See details below:

LACS Continuous Enrollment - 3 Monthly Payment Plan Options

12 Month Payment Option*	11 Month Payment Option*	10 Month Payment Option*	1 Annual Payment
1 March 10% Down Payment Balance split into 11:	1 March 10% Down Payment Balance split into 10:	1 March 10% Down Payment Balance split into 9:	1 March 10% Down Payment Balance due:
2 June	x	x	2 July
3 July	2 July	x	
4 August	3 August	2 August	Full payment due by July 10
5 September	4 September	3 September	2% discount given
6 October	5 October	4 October	
7 November	6 November	5 November	
8 December	7 December	6 December	
9 January	8 January	7 January	
10 February	9 February	8 February	
x skip for next down payment	x skip for next down payment	x skip for next down payment	
11 April	10 April	9 April	
12 May	11 May	10 May	

How do families financially commit to return the next year?

- Tuition rates for the following year will be emailed to current families and posted publicly by the THIRD week in January.
- Enrollment down payments are at 10% of the annual tuition rate.
- Down payments will be billed to your FACTS account on **February 1** and due by **March 1**.
- Your child's space for the upcoming school year will be secured by remitting your 10% down payment by the **March 1** due date.
- If you notify us by February 28th that your student is not returning for the following academic year by completing the online [OPT-OUT FORM](#), we will reverse the down payment charge. Otherwise, it will be due and non-refundable.
- LACS's Monthly Payment Plan will be spread over 10, 11 or 12 months of your choice so that you will be relieved of a monthly payment in the month of March when down payments are due.
- FACTS will continue to bill the same Tuition Plan of choice from year to year and, if elected, for the POM (Peace of Mind) Insurance for the duration of the student's enrollment unless the parent requests the change in writing to the Finance Office. Email: meg.roundy@lacs.com

Frequently Asked Questions

My child uses the Extended Day Care (EDC) program. How does that affect continuous enrollment?

- Because participation in those programs varies from year to year depending upon a family's needs, registration for them is treated separately and does not affect Continuous Enrollment. You will make your EDC program choice in August.

I am enrolling a new sibling of a current student. What do I need to do?

- Enrolling a sibling of a current student is the same as enrolling a new student. Each student will have their own Continuous Enrollment Contract.
- The application process is online.
- [Login](#) to your FACTS Family Portal account
- Select "Apply/Enroll" to start a new application
- Depending upon the date the sibling is enrolled, the monthly payment plan will be adjusted accordingly.
- Contact registrar for more details and help.

How do new families become part of continuous enrollment?

As part of the enrollment process, new families must agree and sign a school contract during enrollment from which includes the following points:

- I hereby opt into Continuous Enrollment. This means that my children enrolled at LACS will keep returning to LACS every year unless I tell the school otherwise.
- I understand that I have until **February 28th every year** to notify the LACS Business Office of any changes in my plans of enrollment for my children.
- I understand that the Continuous Enrollment down payment will be drawn from my FACTS account in March each year.
- If I unenroll my children after **February 28, I understand that my March down payment is non-refundable.**
- Unique circumstances: LACS recognizes that family plans change. For any unique circumstances (such as the following) families unenrolling after the announced deadline may be entitled to a refund of the March down payment:
 - Moving/relocating away (more than 50 miles from LACS)
 - Educational needs for the student that can no longer be met at LACS
 - Unenrollment at the request of LACS

Does our family need a FACTS account?

- Yes, all families must have a FACTS account for tuition collection. In addition to automatically collecting tuition payments, FACTS will manage the collection of the annual tuition down payment and other fees.
- Those families who already have a FACTS account do not need to register for one again.
- You set up your LACS FACTS account during your initial enrollment.

Frequently Asked Questions

How is continuous enrollment down payment collected?

- The annual tuition down payment will be drawn from your FACTS account on March 1, unless the school receives an OPT-OUT FORM from you on or prior to February 28.

What if we enroll after school begins or midyear?

- For students entering LACS other than on the first day of school, the total annual tuition total will be prorated to reflect the actual number of days the student is enrolled based on our school calendar.
- The first tuition payment will be adjusted to account for the reduced number of days attended, so that future monthly tuition installments will coincide in amount and number to that of our full year students.
- Enrollment fee & down payment must be paid in full.

What if I am behind on my account?

- All accounts must be current in order to keep your continuous enrollment status active.

What will the tuition be next year?

- Tuition rates for the following year will be made available to parents by the THIRD week of January.

Is there a consequence if I opt-out and decide to enroll later?

- Families who complete an online OPT-OUT FORM and later decide to enroll must follow the procedure for new applicants and contact the office for space availability. There will be no guarantee of a seat for that student. An administrative processing fee of **\$100** is due if a spot is available.
- If space allows, families who enroll a student after the March down payments are collected will still have to make 10% down payment. The tuition balance will be distributed evenly between remaining months available in the payment plans. Therefore, monthly payments may be higher or doubled up.
- Families who opt-out and then later decide to re-enroll must contact the registrar to see if classroom space is available and requires **new enrollment fee in addition to full tuition.**

