



## 2019-20 RE-ENROLLMENT GUIDELINES

We are pleased that you have decided to re-enroll your student at Roycemore!

*Re-enrollment for the 2019-20 school year will be open Tuesday, January 15th. You will receive an email notification from Amanda Avery when your re-enrollment packet is ready for completion.*

### STEPS FOR RE-ENROLLMENT

In order for your child's re-enrollment to be considered complete, please complete the following:

#### 1. Re-Enrollment Packet & Deposit Payment

After you receive an email notification that your packet is ready to complete, please log on to your ParentsWeb account to access your re-enrollment packet.

- A. Go to [www.roycemoreschool.org](http://www.roycemoreschool.org)
- B. Click on "Parents Web" in the upper right hand corner.
- C. Log on with your ParentsWeb Login. If you have forgotten your username or password, please click on the link provided. If you have not created a ParentsWeb login, please click on the **Create New ParentsWeb Account** link. As a reminder, the district code is **RS-IL**.
- D. After logging in, click on the **Apply/Enroll** button in the left menu.
- E. Click on **Enrollment/Reenrollment**
- F. Click "Start Enrollment Packet" next to your student's name

Please complete the forms listed in the left menu. A **yellow** caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a **green** check mark will appear next to the form's menu item. The Electronic Signature page is where you will sign your contract for the 2019-20 school year. Please note *all online contracts are binding as of June 1, 2019* according to the terms outlined in the agreement and our Tuition Refund Policy. After the packet is completed, you will review your packet, submit it, and be prompted to pay the non-refundable deposit. Deposits for the 2019-20 school year are as follows:

- PreKindergarten & Junior Kindergarten: \$800
- Kindergarten-Grade 4: \$1,000

- Grades 5-8: \$1,000
- Grades 9-12: \$1,200
- International Students: \$1,400.

***New This Year:***

- *Tuition contracts will be required to be electronically signed by BOTH parents, however, unlike last year only ONE PACKET is required per household. Split households will still be required to fill out TWO PACKETS (one per parent).*
- *Early Payment plans will receive discounts on TUITION only. Student Fees and Add-on Services are not discounted.*
- *Northwestern discounts apply to all Northwestern faculty (not just benefits-eligible like previous years)*

Please complete your re-enrollment contract by February 28, 2019 in order to secure your child's spot for the 2019-20 school year.

**2. Payment Plan on FACTS**

Like last year, on the Tuition Plan Selection Form, you will be directed to our online payment system called FACTS to select your 2019-20 payment plan. If you already have a FACTS account, please use your existing account credentials. Otherwise, you will need to create a new account at this time.

The payment plans available for selection are as follows:

- **Griffin:** Full payment due by February 15, 2019 - deduct 2.25%
- **Blue & Gold:** Full payment due by March 1, 2019 - deduct 2%
- **Shield:** Full payment due by May 1, 2019 - deduct 1%
- **Annual:** Full payment due by July 1, 2019 - no service charge
- **Semi-Annual:** Half balance due July 1, 2019 and the remaining balance due on December 1, 2018 (A service charge of 2% of the total amount due will be applied to the account.)
- **Monthly:** 9 Monthly Payments due on the 1st of each month from July 1, 2019 through March 1, 2019 (A service charge of 4% of the total amount will be applied to the account.)

*Please note that the Griffin, Blue & Gold, and Shield early payment discount plans are available on full tuition payment arrangements only.*

Each plan will have the option for *Automatic Payments* or *Invoice*. Autopay allows you to designate a credit card or bank account for your payments. FACTS will automatically bill your account according to your payment schedule. Please note that credit cards have a 2.75% service charge for each transaction. Invoice plans will require you to make your own payments. FACTS will send you email or regular mail reminders in advance of any payment due date.

**\*\*The last day to enroll via FACTS for each plan is as follows:**

Payment Plan	Payment Due Date	Last Day to Enroll: Invoice	Last Day to Enroll: Automatic Payments
<b>Griffin</b>	February 15th	January 23rd	February 1st
<b>Blue &amp; Gold</b>	March 1st	February 6th	February 14th
<b>Shield</b>	May 1 <sup>st</sup>	April 6 <sup>th</sup>	April 19 <sup>th</sup>
<b>Annual</b>	July 1st	June 6th	June 19th
<b>Semi-Annual</b>	July 1st December 1st	June 6th	June 19th
<b>Monthly</b>	July 1st - March 1st (9 Payments)	June 6th	June 19th

### 3. Tuition Assistance

Families requesting tuition assistance through the sliding scale tuition program must apply annually by completing the financial application with FACTS Grant Aid Assessment (FGAA). Please follow this link for the [FACTS Grant & Aid Assessment](#).

**The initial deadline to apply for FACTS Grant Aid Assessment is March 1, 2019.** After this date, sliding scale applications will be considered on a rolling basis ***as long as funds are available.***

In summary, re-enrollment at Roycemore is considered COMPLETE when the following has been done:

- **Submitted re-enrollment packet (one per household but electronically signed by BOTH parents)**
- **Deposit payment submitted**
- **FACTS account setup & payment plan selection**

In addition, a student must also remain in good academic, financial, and behavioral standing at Roycemore.

### **HEALTH FORM REQUIREMENTS**

As a reminder, while not part of re-enrollment, the following forms are required before your child's first day of attendance. Please plan your appointments accordingly to ensure that you submit the forms needed.

- If your child is a new student, or entering Kindergarten, 6th or 9th grade, a current [Certificate of Child Health Examination form](#) is required to be submitted by September 1, 2019.
- If your child is a new student, or entering Kindergarten, 2nd or 6th grade, a current [Proof of School Dental Examination form](#) is required to be submitted by September 1, 2019.
- If your child is a new student, or entering Kindergarten, a current [Eye Examination Report](#) is required by September 1, 2019. Please note that PK and JK students are not required to submit the Eye Examination Report.
- If your child is participating in Upper School sports, an [IHSA Pre-Participation Examination form](#) for athletics is required by the first day of school.

Please submit all forms to your Division Head, or email completed forms to [forms@roycemoreschool.org](mailto:forms@roycemoreschool.org).

For questions regarding:

- Admissions & Financial Aid, please contact Amanda Avery, [aavery@roycemoreschool.org](mailto:aavery@roycemoreschool.org).
- ParentsWeb, re-enrollment packets, FACTS accounts & payment plans, and in-person payments, please contact Tanise Robnett, [trobnett@roycemoreschool.org](mailto:trobnett@roycemoreschool.org)
- Required Health, Dental, Vision & Sports forms, please contact Vicky Pickett, [vpickett@roycemoreschool.org](mailto:vpickett@roycemoreschool.org)

Thank you for your partnership in the education of your child!

