2020-2021
INTERNATIONAL RE-ENROLLMENT GUIDELINES

As a trusted agency partner, we are requesting that all agents complete the on-line re-enrollment packet on behalf of the individual students they represent.

STEPS FOR RE-ENROLLMENT

In order for your student’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 Family Portal account to access your re-enrollment packet.

   A. Go to Family Portal Login

   B. Log on with your Family Portal Login. If you have forgotten your username or password, please click on the link provided. If you have not created a Family Portal login, please click on the Create New Family Portal Account link. As a reminder, the district code is RS-IL.

   C. After logging in, click on the Apply/Enroll button in the left menu.

   D. Click on Enrollment/Reenrollment

   E. 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. After the packet is completed, you will review your packet, submit it, and be prompted to pay the non-refundable deposit. The deposit for the 2020-2021 school year is $1,400.00. Please complete your Enrollment contract by March 2, 2020 in order to secure your student’s spot for the 2020-2021 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 2020-2021 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, 2020 - deduct 2.25%
- **Blue & Gold**: Full payment due by March 1, 2020 - deduct 2%
- **Shield**: Full payment due by May 1, 2020 - deduct 1%
- **Annual**: Full payment due by July 1, 2020 - no service charge
- **Semi-Annual**: Half balance due July 1, 2020 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.)

*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**. The **Automatic Payments** plan 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. The **Invoice** plans will require you to make your own payments. FACTS will send you an email or paper mail reminders in advance of any payment due date.
**The last day to enroll via FACTS for each plan is as follows:**

<table>
<thead>
<tr>
<th>Payment Plan</th>
<th>Payment Due Date</th>
<th>Last Day to Enroll: Invoice</th>
<th>Last Day to Enroll: Automatic Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffin</td>
<td>February 15th</td>
<td>January 22nd</td>
<td>February 3rd</td>
</tr>
<tr>
<td>Blue &amp; Gold</td>
<td>March 1st</td>
<td>February 5th</td>
<td>February 18th</td>
</tr>
<tr>
<td>Shield</td>
<td>May 1st</td>
<td>April 8th</td>
<td>April 17th</td>
</tr>
<tr>
<td>Annual</td>
<td>July 1st</td>
<td>June 8th</td>
<td>June 18th</td>
</tr>
<tr>
<td>Semi-Annual</td>
<td>July 1st December 1st</td>
<td>June 8th</td>
<td>June 18th</td>
</tr>
</tbody>
</table>

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 the agent on behalf of the 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, the following forms are required before your student’s first day of attendance:

- All International Students must have both a copy of birth certificate and a copy of passport on file with Roycemore School.

- If applicable, students must submit:
  - Asthma Emergency Action Plan
  - Allergy Emergency Action Plan
  - Prescription Medication Doctor’s Note
  - Daily Over-the-Counter Medication Doctor’s Note

- If your student is entering 9th grade, the following forms are required:
  - Certificate of Child Health Examination Form
  - Proof of School Dental Examination Form

- If your student is participating in Upper School Sports, the following form is required annually:
  - Pre-participation Sports Examination (if your student is involved with Upper School sports)

Please go to Roycemore School Parent Resources or the “Health Forms” page in your online re-enrollment in order to download the required forms. When you attend the required health appointments, please have your health professional complete the appropriate form. Once completed, return the form to Roycemore School via one of the following methods:

- Scan and email the forms to forms@roycemoreschool.org
- Fax the forms to 847-866-6545, Attn. Tanise Robnett
- Drop the forms off at the front desk
- Mail the forms to:
  Attn. Tanise Robnett
  Roycemore School
  1200 Davis Street
  Evanston, IL  60201

These completed forms and documents must be delivered to Roycemore School no later than the first day of school. Thank you.
For questions regarding:

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

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