



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.

Roycemore School 2020-2021 International Re-enrollment Guidelines

****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
Griffin	February 15th	January 22nd	February 3rd
Blue & Gold	March 1st	February 5th	February 18th
Shield	May 1st	April 8th	April 17th
Annual	July 1st	June 8th	June 18th
Semi-Annual	July 1st December 1st	June 8th	June 18th

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.

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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!