

## New Changes to the Enrollment Process at SPS!

### **Admission's at SPS is going paperless!**

Starting this year, the St. Peter's School admissions experience is moving online. Families will apply online, and be able to pay application fees online. New and returning families will now also sign contracts electronically online. No more paper!

### **We are moving to Continuous Enrollment!**

St. Peter's School will be transitioning to Continuous Enrollment. What does this mean? All current families will receive a reenrollment contract this January, just like in years past. However, this will be the last time families will need to sign a reenrollment contract here at St. Peter's School until their child graduates or they tell us they are not returning.

## **Frequently Asked Questions**

### **Why does reenrollment matter?**

St. Peter's School wants to ensure that we are prepared for each school year. Until our families reenroll and we know who is coming back for the next school year, it is difficult to plan for staffing, programs, materials, curriculum and facility usage.

### **Why switch to Continuous Enrollment?**

By switching to Continuous Enrollment, we will simultaneously reduce the amount of paperwork parents need to complete and streamline our administrative processes to better serve our community.

Historically, over 85% of our families at SPS reenroll every year. Instead of having the vast majority of our families go through the same paper work year after year just to say they are coming back, we are taking that step away for them. The families that are returning for another school year don't have to complete any reenrollment paper work! Just those families that have decided not to return need to complete an official withdraw form during the "opt out" period.

### **When is the "opt out" period?**

The Opt Out period begins the first day of the new school year and ends on the third Friday of January. If you decide to change schools, you will need to request an Official Withdrawal Form from the admissions office.

### **Is there still a reenrollment deposit?**

Yes. While families will not have to sign a reenrollment contract every year, they will still have to submit a reenrollment deposit. On the third Friday in January, Smart Tuition will bill you for a non-refundable reenrollment deposit. This deposit is credited towards your tuition. Families will have an opportunity to submit their deposit by check or cash too.

### **What if we request and complete a withdrawal form for my child after the third week of January?**

You will lose your deposit. Per the contract, if you withdraw your child on or before May 1<sup>st</sup>, no additional payment will be required. After May 1<sup>st</sup> but on or before the opening day of

school, 60% of the tuition will be due with the notice of cancellation, but you will have no responsibility for the payment of the balance of the tuition. After the opening day of school, all amounts due under the enrollment contract shall be payable.

**Will Continuous Enrollment be different for Financial Aid applicants?**

No. Just like in years past, if you apply and qualify for Tuition Assistance, you will receive a “Financial Assistance Award Letter” which will convey the cost of tuition for the upcoming school year. To accept your Financial Assistance, families are asked to sign the award letter and return to the Admissions Office.

**If my child is entering PS or PK, will we have a chance to sign up for Lunch Bunch?**

Yes. A separate form will be emailed to PS and PK parents/guardians. Families can then indicate if their child is staying for Lunch Bunch and what days they will be attending.