



NORWOOD-FONTBONNE ACADEMY

A National Blue Ribbon School of Excellence

2017-2018 CONTINUED ENROLLMENT PROCESS/ CHECKLIST

All students currently enrolled in preschool through grade seven continue their enrollment at NFA by returning an enrollment agreement for the 2017-2018 school year. Please note that our timeline for your continued enrollment is from February 1, 2017 to March 10, 2017. Your cooperation with the timeline helps us with our decisions for acceptance of new families, for assuring your child(ren)'s placement, and to forecast our needs particularly with regard to staffing, scheduling, and purchasing. Our shared desire to serve your child/children makes it very important that NFA receive a completed continued enrollment agreement and deposit of enrollment by March 10, 2017. Please use the checklist below to help you complete the process. Thank you for your support of this timeline.

CONTINUED ENROLLMENT DEPOSIT: The non-refundable and non-transferable continued enrollment deposit for 2017-2018 is \$850 per child. However, we are offering a non-refundable and non-transferable enrollment deposit of \$600 per child if continued enrollment is complete by March 10, 2017. After March 10, 2017, the continued enrollment deposit is \$850 per child.

DEPOSIT PAYMENT METHODS: Deposit payment may be made by cash or check.

TUITION ASSISTANCE: Please refer to Section 1-4 of the Parent-Student Handbook or the Tuition tab in the Admission section of the NFA website.

CONTINUED ENROLLMENT CHECKLIST

Did you remember to ...

- Check information on the enrollment agreement for accuracy and make all necessary corrections .
Please make any corrections by crossing out and writing in changes.
- Indicate on the continued enrollment contract if busing is needed.
- Fill in the enrollment contract with all family and student information and provide one current family email address for publication in the 2017-2018 Parent/Student Directory.
- Enclose deposit of continued enrollment:
\$600 per child if received BY March 10, 2017
\$850 per child if received AFTER March 10, 2017
- Select your HES tuition payment plan option (1 payment, 2 payments, or 10 month payments) on the continued enrollment contract.
- Complete Extended Day Registration Form and/or "As Needed" Registration Form and enclose required deposit(s). If you have the need for Extended Day services during the next school year, it is essential that registration be completed as soon as possible as these programs fill quickly.
- Sign (both parents/guardians), date, and return the agreement in the enclosed envelope.

Thank you for your cooperation. God bless you and yours!