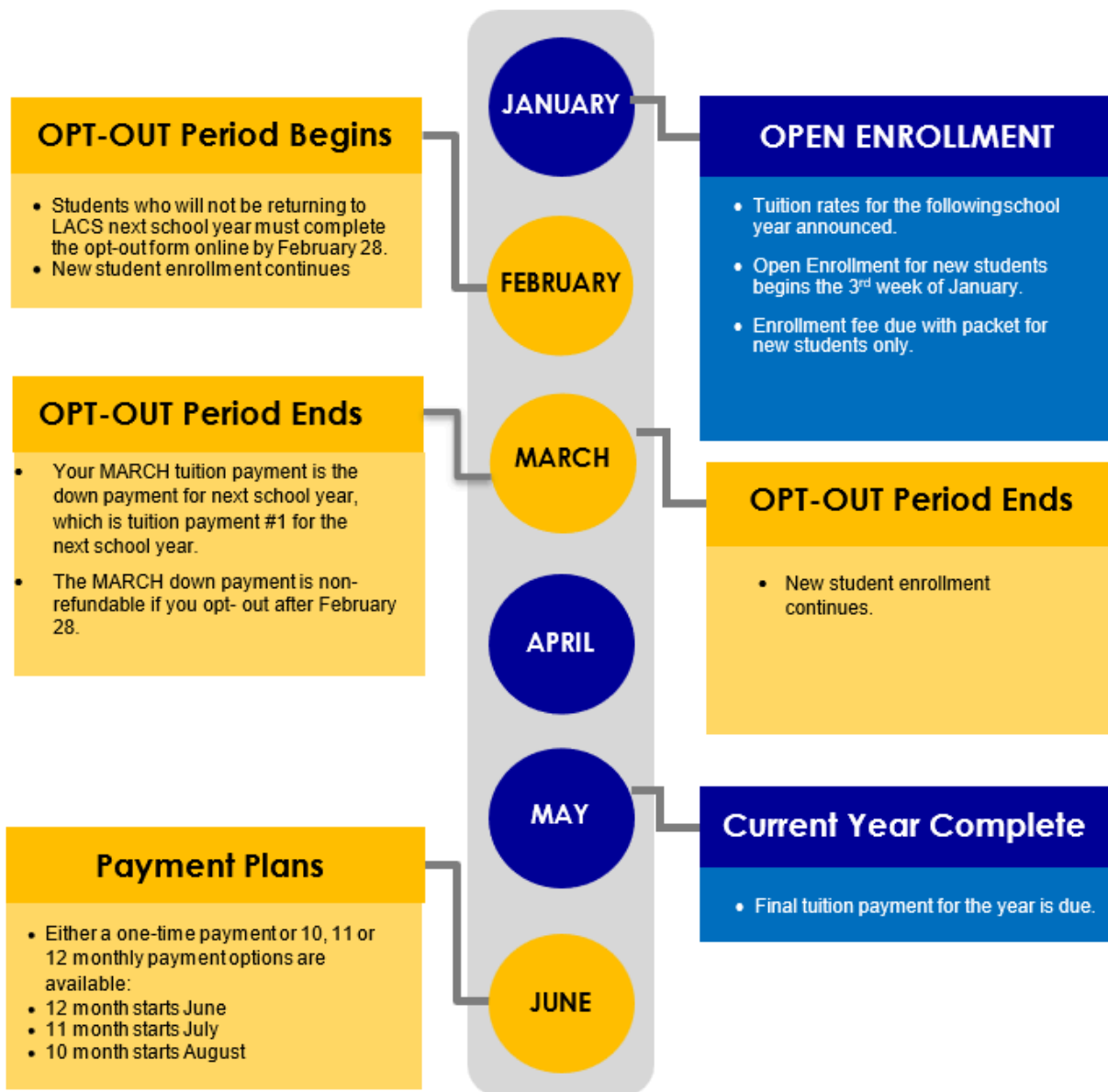




Los Altos Christian School Continuous Enrollment



Frequently Asked Questions

1. What is Continuous Enrollment?

- Rather than an OPT-IN annual re-enrollment process, Continuous Enrollment is an OPT-OUT process. In other words, if you are returning to LACS after initially enrolling, you will never have to fill out another enrollment packet.
- OPT-OUT forms must be completed by February 28, if you are not planning to return.
- No student will be considered for re-enrollment for the succeeding academic year unless their billing account is current, and they are in good academic standing.
- LACS reserves the right to withdraw acceptance and terminate the enrollment contract based on determinations made by LACS in its sole discretion that the student did not satisfactorily complete the school year either academically or behaviorally.

2. What is the Continuous Enrollment annual cycle?

January

- Tuition rates for the next year announced and distributed.
- **3rd Week of January:**
 - Open Enrollment for new students begins.
 - Opt-Out Period begins:
 - Complete the Opt-Out Form.

February

- **February 28:** Opt-Out Period ends.

March

- **March 1:** Continuous Enrollment tuition down payment (10%) for the next year is due. This serves as Tuition Payment #1 for the upcoming school year.

June through February

- Monthly tuition installments are due according to the elected payment plan.
- Annual payments (pay in full, with a 2% discount) are due in July for families who select the annual payment option.

March of the Following Year

- Continuous Enrollment tuition down payment (10%) for the next academic year is due.

April or May of the Following Year

- Final tuition payment (#12 of 12 / #11 of 11 / #10 of 10, depending on the plan) is due.

Tuition Payment Plans at LACS

All families choose one of the following payment plans:

- **Annual Payment:** One annual payment for the full-year tuition (less the 10% Continuous Enrollment down payment) due July 1.
- **Monthly Payments:** Twelve, eleven, or ten monthly payments, starting with the 10% Continuous Enrollment down payment in March and continuing June–May (with the following April payment applied to the next school year).

LACS Continuous Enrollment - 3 Monthly Payment Plan Options			
12 Month Payment Option*	11 Month Payment Option*	10 Month Payment Option*	1 Annual Payment
1 March 10% Down Payment Balance split into 11:	1 March 10% Down Payment Balance split into 10:	1 March 10% Down Payment Balance split into 9:	1 March 10% Down Payment Balance due:
2 June	x	x	2 July
3 July	2 July	x	
4 August	3 August	2 August	
5 September	4 September	3 September	Full payment due by July 10 2% discount given
6 October	5 October	4 October	
7 November	6 November	5 November	
8 December	7 December	6 December	
9 January	8 January	7 January	
10 February	9 February	8 February	
x skip for next down payment	x skip for next down payment	x skip for next down payment	
11 April	10 April	9 April	
12 May	11 May	10 May	

Financial Commitment to Returning for the Next Year

1. Tuition rates for the following year will be emailed to current families and posted publicly by the third week of January.
2. Enrollment down payments are 10% of the annual tuition rate.
3. Down payments will be billed to your FACTS account on Feb. 1 and are due by March 1.
4. To secure your child's space for the upcoming school year, remit the 10% down payment by the March 1 deadline.
5. Families who notify the school by February 28 that their child will not return (via the online Opt-Out Form) will have the down payment charge reversed. After this date, the down payment becomes non-refundable.
6. Monthly payment plans (10, 11, or 12 months) allow families to skip a tuition payment in March when the down payment is due.
7. FACTS will continue to bill families based on the chosen Tuition Payment Plan and, if applicable, for the Peace of Mind (POM) Insurance, unless changes are requested in writing. Email: meg.roundy@lacs.com

Extended Day Care (EDC) and Continuous Enrollment

- Participation in the Extended Day Care (EDC) program is treated separately from Continuous Enrollment. Families register for EDC annually in August, based on their needs.

Enrolling a Sibling

- Enrolling a sibling follows the same process as enrolling a new student. Each child has their own Continuous Enrollment Contract.
- The application process is online:
 1. Log in to your FACTS Family Portal account.
 2. Select Apply/Enroll to start a new application.
 3. The monthly payment plan will be adjusted based on the sibling's enrollment date.
- Contact the registrar for more details and assistance.

Continuous Enrollment for New Families

As part of enrollment, new families agree to Continuous Enrollment, which includes:

- Opting into Continuous Enrollment means children will automatically return each year unless families notify the school otherwise.
- Notifying the school by February 28 annually of changes to enrollment plans.
- Acknowledging the 10% down payment will be drawn from FACTS on March 1 each year.
- Understanding that the down payment becomes non-refundable after February 28.

Exceptions for Refunds After February 28:

- Moving/relocating more than 50 miles from LACS.
- Educational needs that LACS cannot meet.
- Unenrollment requested by LACS.

FACTS Account Requirement

- All families must have a FACTS account for tuition payments. FACTS also handles the annual tuition down payment and other fees.
- Existing FACTS users do not need to register again.

Down Payment Collection

- The annual tuition down payment is drawn from FACTS on March 1 unless the school receives an Opt-Out Form by February 28.

Enrollment After the School Year Begins

- Tuition is prorated based on the student's start date.
- The first tuition payment will be adjusted accordingly, with subsequent payments aligned with full-year students.
- The enrollment fee and down payment must be paid in full.

Outstanding Balances and Continuous Enrollment

- All accounts must be current to maintain Continuous Enrollment.

Tuition Rates for the Next Year

- Tuition rates for the following year will be available by the third week of January.

Opting Out and Re-Enrolling

- Families who opt out and later re-enroll must follow the process for new applicants.
- A \$100 administrative processing fee will apply if a seat is available.
- Down payments (10%) and any outstanding tuition balance will be required, with payment plans adjusted based on the remaining months.