

ENROLLMENT INFORMATION 2018-2019

Continuous Enrollment

Effective June 1, 2018, RCS has decided to streamline the annual enrollment process with the implementation of Continuous Enrollment. Going forward, your student's enrollment will automatically renew until he or she graduates from Rosehill Christian School. If withdrawal becomes necessary, please contact Sherry Johnson for the required withdrawal documents.

Enrollment Commitment

On April 1 of each school year, the family becomes financially obligated for the following school year. Families desiring to withdraw their child(ren) have a strict written notification deadline of March 31.

Tuition Payments and Miscellaneous Family Account Charges for 2018-2019

- All tuition payments are processed through FACTS and begin in June 2018. You will still have the option to select from the following: payment in full, semi-annual, quarterly, monthly or for employees only, the employee payment schedule.
- Tuition payments will be paid in full by April of each year. This allows for only instructional fees/ enrollment fees to be paid in May.
- Beginning in the summer of 2018, all miscellaneous charges (i.e. lunches) will be processed through FACTS. Invoices will now come to you directly from FACTS on the 7th of each month and will be due by the 17th of each month. If applicable, a late fee of \$50/month will be automatically applied on the 18th of each month.
- Should special payment arrangements need to be made, please contact Kendra Bissell (kbissell@rcseagles.org).
- Set-up 2018-2019 FACTS Agreement: During this set up you will be able to select method of payment, timing of payments and your preference of automatic or manual payments.
 - Have available your banking information for set up
 - Login to RenWeb Parent Account
 - Click on FACTS
 - Click on Set Up Payment Plan on the bottom right of the screen
 - Follow prompts to select payment plan and enter banking information.
 - PLEASE NOTE: Banking information is required to finalize your contract. The business office cannot proceed without the completion of your portion.
 - **IMPORTANT:** The FACTS set-up deadline for returning families for 2018-2019 is April 15th. As this step is required for ALL families regardless of payment plan selected, a late fee of \$150/month will be assessed for those accounts that miss the set-up deadline.

Tuition Insurance

Tuition insurance helps to protect the investment you are making in your child's education. Your enrollment financially obligates you to pay the full amount of tuition and fees regardless of the reason for withdrawal. For a covered loss, tuition insurance will pay the remaining portion of tuition up to the co-insurance listed on the policy.

June 11th is the deadline to elect coverage for students enrolled prior to July 1. Coverage becomes effective on July 1st. The next open enrollment period will begin in April 2019 for the 2019-2020 school year.

Families new to RCS, may opt to take out the insurance as part of the enrollment process. There is a 14 day waiting period for the policy to become effective. (This option expires within 14 days of enrollment or the first day of attendance, whichever comes first.)

Claims for voluntary withdrawals require at least 14 days of school attendance in the plan year to be eligible for consideration.

- Optional tuition insurance may be purchased @ 3.95% of your student's full tuition rate. Please contact kbissell@rcseagles.org for additional information.
- Mandatory tuition insurance is applied to those families receiving financial assistance and for those returning students on probation at the beginning of the 2018-2019 school year.

Instructional / Enrollment Fees

Instructional / Enrollment fees will be billed to the family account on May 1 and are due with the May statement. Instructional fees are considered past due on June 1.

Social Security Number

You will notice that your social security number is required on the Continuous Enrollment Contract. We understand the importance of securing this information with highly restricted access to your personal information. The social security number is necessary in the event an account moves into a default status allowing RCS to utilize a collection service and/or to report the default to the IRS.

Tuition Reductions (Kindergarten-12th Grade)

Need based financial assistance is available for qualifying families. RCS awards up to 75% off of the annual tuition (discounts may not be combined). Families receiving need based assistance are required to enroll in the tuition insurance program. Additional information is available on our website: rcseagles.org / Admissions / Reduce Your Tuition Bill.

A 50% ministry discount is available to individuals employed in full-time pastoral positions in a church whose Statement of Faith is consistent with RCS' Statement of Faith. This discount is also available to full-time employees of Boys & Girls Country in Tomball. If approved, this discount may be applied to tuition only for Kindergarten-12th grade (excludes summit, preschool and fees).

Important Dates:

March 23	Tuition Insurance Agreements are issued as requested
March 23	Continuous Enrollment Contracts are emailed
March 23	Preschool Enrollment Contracts are issued
March 31	Continuous Enrollment Contracts are due
March 31	Preschool Enrollment Contracts are due
April 1	Families become financially responsible for annual tuition 2018-2019
April 15	Deadline for setting up banking information for 2018-2019 tuition charges (FACTS)
May 1	Instructional Fees are posted to accounts (payable with May bill)
June 1	Tuition installments begin
June 11	Deadline to enroll in optional tuition insurance program
June 18-22	Business Office is closed
June 25-29	Campus is closed
July 1	Tuition insurance is effective
July 2-6	Campus is closed / Business Office is open
August 15	First Day of School