

Dear HCS Families,

We're excited to announce the implementation of Continuous Enrollment at HCS! This new process simplifies re-enrollment for returning students. Instead of families completing annual enrollment packets, your student(s) will be automatically re-enrolled each year until graduation or withdrawal. This process will be school-wide and used for all re-enrollment at HCS.

What is Continuous Enrollment?

Continuous Enrollment streamlines the re-enrollment process by:

- Eliminating lengthy annual re-enrollment packets for each student
- Providing more efficient tuition payment plan notifications (after year one)
- Allowing for more effective staffing and budget planning

Action Required: Continuous Enrollment Opt-In

To re-enroll students, existing families must complete the Continuous Enrollment Opt-In Form and submit it to the office by Thursday, March 6th, 2025.

- **Deadline:** Submit the Opt-In form to the office by March 6th to reserve your student's place and any loyalty rewards.
- **Re-Enrollment Fee:** A discounted non-refundable fee of \$150 will be billed to your account on March 14th, 2025, for families who meet the March 6th deadline. (Save 100!)
- **Later Submissions:** Opt-In forms submitted between March 7th and March 13th will incur a nonrefundable fee of \$250. Enrollment is dependent on availability.
- **Failure to Opt-In:** Families who do not submit the Opt-In form by March 13th will be considered as intending to withdraw and will NOT be re-enrolled. HCS staff will contact you to complete the Intent to Withdraw Form. Positions will be opened to new applicants after March 6th, and loyalty rewards/scholarships will be lost. Re-enrollment after 3/13/25 will require a full enrollment packet to be completed, will be assessed late fees of \$100, and will not be guaranteed approval

Tuition Payment Plans & Amounts:

Your current tuition payment plan (payment type and schedule) will automatically carry over. To modify your plan:

1. Log into FACTS Family Portal.
 2. Navigate to the FINANCIAL section.
 3. Select and update your 2025-2026 payment plan.
- **Payment Plan Deadline:** Make changes by March 12th, 2025, to avoid a \$50 reprocessing fee.
 - **Tuition Amounts:** After re-enrollment processing on March 14th, Mrs. Ward will calculate and notify you of your updated base tuition amounts for 2025-2026. Tuition assistance via HCS or ACE scholarships will be applied upon notification of approved amounts.

- **Scholarship Responsibility:** Families are responsible for applying, renewing, and following up on all scholarship applications by the April 15th deadline. No exceptions can be made.

Back To School Requirements:

In June, after re-enrollment and fee payment, you will receive a personalized Back To School Packet, including:

- List of required information/documentation (health records, sports physicals, etc.), along with clear instructions for submission
- School Supply Lists
- PSC and Fundraising Opportunities
- Opportunity to update household, emergency, pick up, and contact information.

Please ensure all updates are completed by the designated deadlines communicated within the packet. Contact the HCS office in advance for assistance with extenuating circumstances.

Future Enrollment Years:

After 2025-2026 re-enrollment, Continuous Enrollment will be in effect:

- HCS will continue to notify you of policy updates, tuition rates, and deadlines annually.
- You'll have a window to adjust your Tuition Payment Plan or to submit an Intent to Withdraw and the appropriate deadlines to do so.
- Re-enrollment will be processed and billed automatically, followed by tuition amount notifications.
- You'll receive an updated Back To School Packet each summer.

Withdrawal Information:

If you intend to withdraw your student, complete the Intent to Withdraw Process *before* the re-enrollment processing deadline:

1. Obtain, complete, and submit the Intent to Withdraw Form to the HCS office. Forms are available in the HCS office or on the HCS website.
2. Complete this process *before* the re-enrollment deadline to avoid automatic re-enrollment and non-refundable fees.

Familiarize yourself with withdrawal procedures in the HCS Handbook. Contact HCS Office staff for current-year withdrawals.

We believe Continuous Enrollment will play a key factor in creating new opportunities for growth and success for HCS and its families. For questions, or concerns regarding Continuous Enrollment or its processes, contact Mrs. King at meaganking@hcstopeka.org .