

## Q&As for Enrollment Policy

**Q:** Why do we need a new enrollment policy?

**A:** The administration and board of trustees begin planning for the following school year in January. In previous years, delays in receiving enrollment paperwork from school families have led to delays in finalizing an operating budget. Jubilee staff members have spent several months soliciting this paperwork, causing inefficiencies and delays. This new policy provides for automatic renewal of enrollment which will spur families to make enrollment decisions in a more timely manner. This will, in turn, enable school administration and board members to better plan for the next year's financial and operational needs (optimal class sizes, textbooks, technology, etc). What's more, in the interest of keeping class sizes small, knowing exactly which current students will be returning will ensure that we give priority to these students, and avoid a situation where a new student displaces a current family.

Policies that provide automatic renewal of enrollment are already in place at many other private schools, both Christian and secular. Jubilee is a member of the Association of Christian Schools Int'l (ACSI) and has reviewed the policies of other member schools as a guide in developing our own policy.

**Q:** When does this enrollment agreement take effect?

**A:** The new enrollment agreement takes effect immediately. As such, MARCH 31<sup>st</sup>, 2015 is the important date by which you must notify Jubilee in the event you are planning to terminate enrollment for the 2015-16 school year. Having the policy take effect now will benefit our financial and operational planning for the 2015-16 school year. Please remember to return your signed Enrollment Agreement no later than FEBRUARY 12th.

**Q:** Does this policy lock us into enrollment at JCS until 8th grade?

**A:** No, in section 2 of the enrollment agreement, it states that enrollment shall renew from year to year, unless and until the agreement is terminated by JCS or a written notice of termination of enrollment from the parent/guardian is received by the Treasurer on or before **MARCH 31st** of each year.

**Q:** After my child has been enrolled for one year, will I need to complete an application/enrollment form each subsequent year?

**A:** No. Since enrollment automatically renews each year, you will no longer need to complete an application/enrollment form each year in order to have your child enrolled for the following year.

**Q:** Does this new enrollment agreement affect tuition assistance in any way?

**A:** No. By having our enrollment in place earlier we will be able to determine the amount of tuition assistance needed for the following year and solicit funds to help meet this need.

**Q:** The policy lists a \$100/\$125 administrative fee. Is this new?

**A:** This is not a new fee, rather it replaces the former "Application" fee that was due each year with your application form. Under this new policy, enrollment automatically renews each year so there is no need to complete an annual JCS application form and submit an "Application" fee along with the form. However, the "Administrative" fee will help offset the costs associated with student transcripts and record-keeping.

**Q:** What if I am automatically enrolled and I need to withdraw due to moving or finances?

**A:** In item number 2 of the agreement, parent/guardian should send in a written notice of termination of enrollment to the Treasurer by March 31<sup>st</sup> of each year. If a family situation arises after the March 31<sup>st</sup> date, a written notice to terminate enrollment should be sent to the Treasurer as soon as you are aware of the need to terminate enrollment. Item number 4 of the agreement outlines withdrawing a student during the current school year, July 1 to June 30 (the items contained in number 4 are NOT new, they have been a part of the annual JCS tuition agreement for many years.)