

Firm Foundation Christian School 2018-2019 Automatic Re-Enrollment Frequently Asked Questions

For the 2018-2019 school year, all FFCS students currently in **Pre-K through 12th grade** will be automatically re-enrolled! We are very excited about this new program.

Why Automatic Re-Enrollment?

Automatic Re-Enrollment (AE) is a process that allows you to enroll once when your child starts at FFCS. For each subsequent year, your student's spot is held until you let us know otherwise. That's it.

This allows us to better fulfill our purpose and mission in the lives of students. When students are automatically re-enrolled, from their initial enrollment until they graduate from Firm Foundation Christian High School, automatic re-enrollment lets us maximize our resources to provide Christian education to our families at the highest level of excellence.

This information is used as the school makes plans for the following school year. Basically, the simple question is: "Are you coming back to school next year?" For our leadership team at FFCS, we need to know how many students we will have on the first day of school.

How is Automatic Re-Enrollment different than our traditional re-enrollment process?

Under the traditional enrollment model, each year we expended considerable time re-enrolling families. While there will still be some forms that need updating, there will be less paperwork. Automatic re-enrollment is a once-and-for-all process. Once your student is enrolled, they are on automatic re-enrollment. You will never have to deal with re-enrollment again (unless your family plans change).

Again, "Set it, and forget it!" In the event that things do change, you'll have until **February 15th** each year to simply notify the Business Office and face absolutely no penalty.

What will Automatic Re-Enrollment look like?

All currently enrolled families will be automatically re-enrolled. The typical re-enrollment season (February) will simply be a communication reminder from the Business Office informing families that might be thinking about leaving our school to notify us by February 15th. This means that most of our FFCS families will have the convenience of ignoring this message and doing absolutely nothing! If you have questions please contact wbaker@ffcs.org.

Why do our re-enrollment plans matter?

FFCS leadership undertakes careful planning to ensure that we're prepared to fulfill our mission every year. Until FFCS families "sign on the line" that they're coming back each year, we can't make solid plans for staffing, programs, materials, curriculum and facility usage. We take the stewardship of tuition dollars entrusted to us every year very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for our students.

My student is currently in Pre-K. How do we re-enroll? How do we make sure we get in the correct class (PK 3/4, PK 4/5 A.M., or PK 4/5 P.M.)?

Automatic re-enrollment is for Pre-K to 12th grade. Students currently enrolled in preschool will also be automatically re-enrolled unless we are notified by February 15. As there are different choices for preschool, you must select your preference for class and/or time before February 28. To do so, contact our Enrollment Specialist at wbaker@ffcs.org or call 360-687-8382. If a family does not notify FFCS of their selection preference for preschool by February 28, FFCS will place the student.

My student will be going into Kindergarten. How do we re-enroll? How do we make sure we get in the correct class (Monday/Wednesday class or Tuesday/Thursday class)?

Automatic re-enrollment is for Pre-K to 12th grade. Students progressing from our Pre-K to our Kindergarten will also be automatically re-enrolled unless we are notified by February 15. As there are different days for Kindergarten, you must select your preference for class days before February 28. To do so, contact our Enrollment Specialist at wbaker@ffcs.org or call 360-687-8382. If a family does not notify FFCS of their selection preference for Kindergarten by February 28, FFCS will place the student.

I have no plans to withdraw my student(s) and almost everyone comes back each year. Can't I just stay until I notify you otherwise?

Yes, you can now! Up until this point, re-enrollment has been an "opt-in" program. In the past, we annually asked every family, "Are you coming back?" With automatic re-enrollment, you will be flipping that script. Rather than an opt-IN annual re-enrollment process, FFCS's annual re-enrollment is now an OPT-OUT process. In other words, you will be re-enrolled unless you notify us otherwise (opt-out) by February 15. Now you'll never have to worry about re-enrollment again.

What do I get out of it?

Simplicity.

Guaranteed placement.

With increasing enrollment we are either at or near waitlists in some of our grades, so placement in next year's class is an increasingly sought after spot. With automatic re-enrollment, you are assured of that coveted seat—all the way through graduation!

What is the Automatic Re-Enrollment Fee?

It is the same as our former "Enrollment Fee." This payment is collected in order to assist the FFCS administration in effectively planning for staffing and curriculum for the following school year.

Important Automatic Re-Enrollment Dates:

- **February 1:** Tuition for the next school year is posted
- **February 1:** Tuition Assistance applications may be submitted
- **February 15:** Deadline for FACTS account holders to notify FFCS if they do not want their AE fee applied to FACTS
- ***February 28:** AE fee due for families who are paying their tuition in full
- **March:** AE fee is posted to FACTS accounts
- **April 15:** Tuition Assistance applications are due

How are Automatic Re-Enrollment fees collected through FACTS?

Unless FFCS is notified by February 15th, each student's Automatic Re-Enrollment fee (AE fee) will be posted to FACTS.

FACTS payers: The AE fee will be applied to each student's FACTS account for withdrawal on March 5th or March 20th.

Automatic Re-Enrollment Fee --One Student: \$150; Family: \$250

FACTS payers that do not want their AE fee billed to their FACTS account must notify the Business Office at aclose@ffcs.org on, or before, February 15th, and payment must be made by February 28th.

What happens if I pay in full each year?

If you wish to pay in full for the next school year, please notify aclose@ffs.org by February 15th. The Automatic Re-Enrollment fee will be due by February 28th.

What happens if the Automatic Re-Enrollment Fee has not been made?

The student stays in an open status and *is not placed on the enrollment list*. Once the AE fee is made, the student is then added to the waiting list, and will be placed on the enrollment list as space is available. Remember, Open Enrollment begins for non-FFCS families on March 1 and the enrollment list will begin filling up.

What happens if my student is not on the class list because my AE fee hasn't been paid?

Beginning March 1, new applicants will be given preference on the enrollment list over returning students who have not paid their AE fee. Once the automatic re-enrollment fee has been paid, the returning student(s) are then added to the waiting list, and placed on the enrollment list as space becomes available.

Is the AE fee refundable? I'm planning on keeping my students at FFCS until they graduate, but what if there are unique circumstances or God has other plans for our family:

Refunds of the AE fee will be allowed for:

- A relocation of 25 miles or more from the family's current address
- The family has a completed and verified application for tuition assistance on file by the deadline (4/21), and has determined that the amount is not sufficient.
- An unforeseen circumstance that our Board of Director approves

Under these scenarios, the AE payment will be refunded once the family has emailed the Business Office (aclose@ffcs.org) that they are not going to be returning.

What if I am behind on my tuition payments?

All tuition payments must be current in order to keep your automatic re-enrollment status active. Please email aclose@ffcs.org or call 360-687-8382 if your student's AE fee does not get billed to your account by March 5th or 20th.

I haven't been billed an AE fee, so what do I need to do?

Please contact the Business Office at aclose@ffcs.org.

What will the tuition be next year?

Tuition amounts will be published by February 1st. Also included are potential student fees.

I will be applying for tuition assistance. What if I don't know my tuition payment for next year?

When a completed tuition assistance application and supporting documents are submitted by April 15th, the student's enrollment becomes contingent upon acceptance of tuition assistance. Tuition assistance will only be awarded when accounts are current.

The automatic re-enrollment fee is refundable, provided the tuition assistance deadline was met and paperwork was properly completed, if tuition assistance is not adequate.

When can I apply for tuition assistance?

Currently enrolled families may complete the application for tuition assistance anytime after February 1st. The application must be submitted to FACTS Grant and Aid by the April 15th deadline. New families may apply beginning March 1st.

I am enrolling a new sibling. What do I need to do?

Complete the enrollment process by downloading the enrollment packet at www.ffcs.org or pick a packet up at the school offices. To maintain priority sibling status, complete the enrollment packet by Feb. 28th.

HIGH SCHOOL ONLY: What if my student decides to do Running Start?

The automatic re-enrollment fee and processes are the same. Contact Staci Jones at sjones@ffcs.org to coordinate your student's schedule and Running Start contract.

I have questions not answered here. Who do I contact?

Email your questions to our Enrollment Specialist at wbaker@ffcs.org or call 360-687- 8382.