

Reenrollment Instructions for 2012 – 2013

We realize that you have a choice when it comes to selecting a school - thank you for considering WCA for the 2012-2013 school year. It would be a privilege to have another opportunity to partner with you in the education of your child! To apply for Reenrollment for 2012 – 2013, please complete the steps listed below. All of the forms and documents are available on our website at www.washingtonchristian.org/admission/reenrollment. Please note that your enrollment is not finalized until all of these steps have been completed – **once all of the documentation below is submitted and verified, WCA will send you an Enrollment Confirmation Letter to confirm you are enrolled for the 2012 – 2013 school year.**

1. Complete, sign, and submit the Reenrollment Application Form.
2. If you are applying for Tuition Assistance, it must be done in conjunction with your reenrollment. Please read through the attached Tuition Assistance Information and Procedures. You will need to complete the PFS (Parents Financial Statement) on the SSS website and submit the required documentation to SSS. The Tuition Assistance Committee reviews applications and each family is notified of their award via letter; we expect the first round of tuition assistance awards will be made in February. The last step in the Tuition Assistance process will be for you to agree to your award by returning a signed copy of your tuition assistance letter – **this must be completed before your reenrollment can be finalized.**
3. Update all family information. Go to RenWeb (www.renweb.com) and click on Web Forms on the left. Click on Family Demographic Form. Note: there are five sections of information in this area. Please update all information and fill in all applicable blanks.
4. Carefully read through the attached 2012 – 2013 Enrollment Contract. (You may also want to refer to the attached TRP brochure if needed.) Once you have read it, please make sure you complete the following on page 4.
 - Paragraph 30 – Fill in the blank with the payment plan you are choosing.
 - Paragraph 32 – If you selected the Annual or Semi-Annual payment plan, select Yes or No for TRP. Please refer to the attached TRP brochure if needed.
 - Paragraph 33 – List the names and grades of the returning students
 - Sign and date and complete the information at the bottom.Return the filled out and signed page 4 with your completed paperwork.
5. Carefully read the attached 2012 -2013 Transportation Plan. Then complete the attached Transportation Request Form for 2012 – 2013 and return it with your completed paperwork. **Please remember that we cannot assign your transportation method until your reenrollment is complete and confirmed.**
6. Submit the \$650 non-refundable deposit check with your completed paperwork. Note: this is the \$150 Registration Fee and \$500 Tuition Deposit.
7. Please complete the You Make It Work Form. Please check off which areas you would like to volunteer in and return it with your completed paperwork.