

# Continuous Enrollment FAQs

## **What is Continuous Enrollment?**

In an effort to make your life easier, we have made what used to be our yearly re-enrollment process, a “one-and-done” deal. Once you sign the **Continuous Enrollment Contract**, your child will continue to be enrolled through graduation, or until you choose to opt-out. No more yearly contracts to sign!

## **How is the Continuous Enrollment fee collected for THIS year?**

This year, 2018-2019, families will pay the CE fee via check or cash, just like previous years. **Starting in 2020**, you may choose to have the annual enrollment fee incorporated in your annual/semi-annual/monthly tuition payments or paid in full through FACTS on March 10<sup>th</sup>, each year. You will be able to select your payment choice on the CE Contract. The CE fee amount will be listed in each year’s Tuition and Fee Schedule sent out in January.

## **What if our plans have changed and I need to opt-out?**

Simply fill out the “Official Notification of Withdrawal” form, which can be obtained in the front office, on or before February 28<sup>th</sup>. If you do not opt-out on or before February 28<sup>th</sup>, your FACTS account will automatically withdraw the non-refundable enrollment fee from your account on March 10<sup>th</sup>.

## **What if I decide to opt-out but have paid part or all of the enrollment fee?**

If the withdrawal form is received on or before February 28<sup>th</sup>, any enrollment fee paid up to that point, for that year, will be refunded or credited towards your final tuition payment. If you opt-out AFTER February 28<sup>th</sup>, the enrollment fee is forfeited.

## **What if I opt-out and then decide to return to the school?**

If you choose to opt-out and then decide to return to the school, your child will be considered a new student, and you will be charged the regular enrollment fee of \$300 per child, plus the \$80 application fee per child.

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

Complete the online application that can be found on our website under the “admissions” tab.

## **I have changed my mind about my tuition payment plan. What do I do?**

Once the online FACTS agreement is set up, the agreement will be the same each year unless written notice to change the payment plan option is provided to our admissions office. Parents can go to the FACTS website and make any changes to their payment method, make additional payments, and add authorized parties, at any time. For any other changes, simply contact our bookkeeper, Erin Fitt, and she will be happy assist you.

## **I'm planning on keeping my child/ren at DTCA but what if God has other plans for my family? Are there unique circumstances for this case?**

We have built flexibility into the Continuous Enrollment Contract. The following unique circumstances, for families withdrawing after July 1st, will be considered for exemption of any tuition penalties:

- Moving/Relocation off-island.
- Educational needs for the student that can no longer be met at DTCA as determined by Administration.
- Withdrawal at the request of DTCA.
- Family status changes supported by court documents.
- The family has completed and verified application for tuition assistance on file by the deadline, and has determined that the amount is not sufficient.
- Other circumstances as approved by the DTCA Admissions Committee in conjunction with Administration.

## **Continuous Enrollment Dates At-a-Glance:**

- **January:**  
Tuition for the upcoming year will be emailed to families and posted to our website
- **February 1:**  
Continuous Enrollment Contracts are sent home
- **February 28:**  
CE Contracts and payments due  
Deadline for Notification of Withdrawal
- **July 1:**  
Tuition penalty will be assessed for any withdrawals on or after this date