



HOW TO ENROLL

Online Registration opens: February 15, 2018

Complete the following forms *in their entirety*.

- ___ **Medical Release Form, online**
- ___ **Goals & Objectives, online**
- ___ **2018-2019 Enrollment Form, online**
- ___ **Student Registration Worksheet (only if enrolling in the office)**
- ___ **2018-2019 Tuition Refund/Cancellation Agreement....*Must have hand signed form on file in The Connection office.***

** For best class options please make every effort to register early as classes may fill and close. All classes will determine feasibility by the last day of classes, May 10, 2018.

Payment information

Payment totals will be calculated at the time of class Registration.

- All enrollments are required to pay the deposit at the time of registration, whether with Active online or in the Connection office.
- There are 3 options for remaining balance payments:
 1. Pay balance in full online at Active.com (account is set up upon registration into the system)
 2. Set up auto-payments in your Active account online for August 14, 2018/January 8, 2019 (credit card/e-check)
 3. Write 2 post-dated checks (August 14, 2018/January 8, 2019) for the balance to be held for deposit in the Connection office.

There will be a \$30 fee for insufficient funds.

**Last day to drop without tuition penalty is August 3, 2018*

Connection Fees & class deposits are non-refundable.

Tuition payment refunds are subject to the Cancellation Policy as stated in the Tuition Refund Agreement.

****Please read and sign the PAPER COPY of the Tuition Refund Agreement****

Tuition Payment: To pay in installments by check, post-dated checks should be written to The Connection. Each installment check must be signed, contain the appropriate date, and installment amount.

Family Information *please print* ***New family ___ Returning ___
 Homeschool Cover School: _____ Homeschool Support Group: _____
 Last Name: _____ Parents: _____

E-mail: _____ City/ State/Zip: _____

Phone: _____ Cell: _____ Alt. #: _____

Address: _____

Emergency Contact: _____ Phone: _____

Fill out Enrollment information below – 1 box per student

*Indicate Grade for 2018-2019 School Year – List age at beginning of fall semester; *student email address ONLY for 11th and 12th graders please and with parents permission.*

1. Student's Full name: _____ Gr. _____ Birthday: _____

**Email:* _____

Health Issues (allergies, medications, illnesses) _____

Student drives him/ herself. Any info we should be aware of: _____

2. Student's Full name: _____ _____ Gr. _____ Birthday: _____

**Email:* _____

Health Issues (allergies, medications, illnesses) _____

Student drives him/ herself. Any info we should be aware of: _____

**List additional student(s) information on the reverse side.

Family Name: _____

Note the **Tuition Agreement** and **Tuition Cancellation** Policy

Tuition Agreement:

By completing registration, you, the parent or legal guardian, have agreed to partner with The Connection for the educational needs of your child(ren) for the 2018-2019 school year. You agree to our Goals and Objectives, and understand that all Fees, Tuition, and class deposits are required at time of registration. **Registration Fees and Class deposits are non-refundable, no exceptions.** It is with this understanding that all checks returned for insufficient funds during the year will incur a \$30 insufficient funds fee. We thank you for your enrollment and value your family's participation at The Connection.

Cancellation Policy:

No tuition refunds will be offered after August 3, 2018; please make class decisions accordingly.

Your signature signifies your acceptance of this policy.

Parent's Signature: _____

Date: _____

Students with Learning Disabilities

If your student(s) have been diagnosed (or suspected of having) any learning disabilities it would be extremely helpful for **each** of their tutors to know in order to best help them succeed in the classroom.