



When students are enrolled at The Academy, we believe the parents intend to continue their education with us. Since over 92% of our Academy families remain at ASJA each year we are transitioning from a yearly re-enrollment process to a simpler and easier process for families.

What is Continuous Enrollment?

Continuous Enrollment automatically advances a student from one school year to the next. After completing your student's initial enrollment, you never have to enroll again. Families who are moving away from ASJA can "opt out". To avoid the non-refundable enrollment fee, you need to take this step prior to February 20, 2022.

Why introduce Continuous Enrollment?

Parents found the previous re-enrollment process to be tedious, complicated, and unnecessary. Based on this feedback, we've adopted a new approach to automatically re-enroll our current students, starting with the 2022/2023 school year. A Continuous Enrollment process reduces paperwork and makes enrollment logistically very convenient.

What is the benefit of Continuous Enrollment?

- Simplicity! We look forward to introducing our families to an easy, seamless process advancing from school year to school year.
- Assurance of placement in the next grade. Continuous Enrollment allows you to secure placement for your student without worrying about pending deadlines.

How does Continuous Enrollment work for currently enrolled families? Is there still an enrollment fee?

A yearly re-enrollment fee of \$125 (per student) will be invoiced to and paid from your current FACTS Tuition Management account on March 1, 2022, ensuring your students secured spot for the next academic year. If your child will not be returning to The Academy for the next school year, you must notify us of your intent to withdraw prior to February 20, 2022, or the non-refundable fee will be charged to your account.

- Your current payment plan for this year set up through FACTS Tuition Management will automatically roll over with your existing settings for the 2022 school year.
- You will be able to update information on a continual, as needed basis through your account. Simply log into your [FACTS Tuition Account](#) and make any necessary edits. As always, you have the option to change the frequency of your payments (1X, 2X, 4X, or monthly) or change the source of your payments (ACH Direct Payment or Credit Card)

What if I do not opt-out before the February 20 deadline?

The *non-refundable* \$125 enrollment fee per student will be automatically charged to your account on March 1st if you have not notified The Academy of your Intent to withdraw before February 20th.

You have the right to OPT-OUT your student from the next school year by notifying The Academy of your intentions to withdraw prior to February 20, 2022, to avoid paying the non-refundable registration fee.

When will the 2022/2023 Tuition payments start?

The first tuition payment will be charged to your FACTS Tuition Management account for payment July 15, 2022. If you make monthly payments, you will be invoiced every month on the 15th through April 2023. Student Fees (Books, Technology, Supplies) will also be billed to your account on July 15, 2022.

My student is in Pre-S or in Pre-K and will be continuing at ASJA. What do I need to do?

All current students will be advanced to pre-kindergarten or kindergarten automatically. Parents should notify Admissions prior to February 20th if they will be withdrawing their student. Schedules for Pre-Kindergarten will be confirmed with parents in June.

I am a current family, and I want to enroll a new child at ASJA. What do I need to do?

- Complete a new student application in your Family Portal Account.
- [Directions to add a new student application](#) to your Family Portal
- The Admissions Office will coordinate the enrollment for your new student.

Will the process for applying for Tuition Assistance change?

No. Families apply annually for Tuition Assistance through FACTS Grant and Aid. The application deadline will remain March 15th. Applications for 2022 are currently being accepted. If you apply for, and do not receive the necessary Tuition Assistance, and you withdraw your student, your enrollment fee would qualify for a refund.

What if my student(s) are not returning next year?

We recognize that sometimes plans change for our families. In such cases, you will need to notify The Academy of your intent to withdraw. Notification should a) be dated, b) state the student's name, c) state reason for withdrawal/cancellation, and sent to [Kristina Reyes](#) or [Caroline Kennedy](#) at The Academy. You may also Log In to your [Family Portal](#) (District Code ASJA-IL) and use the option to Withdraw the student. [Directions for Withdraw student option in the Family Portal](#) Students must be withdrawn prior to February 20, 2022 or your account will be charged to the non-refundable enrollment fee of \$125 per student.

Is the tuition deposit refundable?

Once paid, the annual enrollment fee is non-refundable and non-transferrable. Exception: If you apply for Tuition Assistance, do not receive an award, and withdraw your student(s), the enrollment fee qualifies for a refund

What if I am behind on my account?

All accounts must be current to keep your Continuous Enrollment status active. Students will not be considered enrolled for the upcoming school year until accounts are current and enrollment fees have been paid. The Business Office will contact you to make payment arrangements.

What if I need to update information on my student's profile?

You will be able to update your student's information (i.e. address, phone, email, emergency contacts and medical information) at any point throughout the year through your FACTS Parent Portal.

I did not receive the invoice for my children or have a question about my Tuition account, whom do I contact?

You can contact [Lisa Tomassetti](#) in the Business Office or call 847-972-1003 ext. 133

I have questions about Continuous Enrollment that are not answered on this FAQ, whom do I contact?

You can contact [Caroline Kennedy](#) in the Admissions Office or call 847-972-1003 ext. 132