



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 utilize a Continuous Enrollment process, 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 March 10, 2023.*

### **What is the benefit of Continuous Enrollment?**

- Simplicity! Providing our families 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 Incidental Fee account on March 31, 2023, 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 March 10, 2023, or the non-refundable fee will be charged to your account. [ASJA 2023/2024 Tuition Schedule](#)

- Your current payment plan for this year set up through FACTS Tuition Management will automatically roll over with your existing settings for the 2023 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)

***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 March 10, 2023, to avoid paying the non-refundable registration fee.***

### **What if I do not opt-out before the March 10th deadline?**

The *non-refundable* \$125 enrollment fee per student will be automatically charged to your account on March 31, 2023 if you have not notified The Academy of your Intent to withdraw on or before March 10, 2023

### **When will the 2023/2024 Tuition payments start?**

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

**My student is in Pre-School 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 March 10th 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 15<sup>th</sup>. Applications for 2023 are currently being accepted. If you apply for, and do not receive the necessary Tuition Assistance, and you must choose to 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 March 10, 2023, 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. You can [contact Lisa Tomassetti](#) in the Business Office or call 847-972-1003 ext. 133

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

Contact [Missy Hebson](#) in The Academy Office.

**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