

Re-Enrollment for 2020-21

Reminder the enrollment fee will increase to \$450 after March 1st.

Getting to the Re-Enrollment Link

1. Log into your ParentWeb (District Code HBCS-LA) (from a computer not the app. or iPad)
2. Select Family
3. Select Enrollment/ReEnrollment
4. Student(s) name. - Click "Start Enrollment Packet" or "Edit" (to complete the missing forms)

Notice:

1. ****If you have more than one student** it will take you through choosing a payment plan for each student. it will take you through paying the enrollment fee for only the "first" student you complete the process with.
2. **** If you are paying tuition annually**, and would like to mail in your re-enrollment fee, please call the office to make that arrangement. Please note that re-enrollment fee must be received by FACTS before 3-1-2020.

Re-Enrollment Instructions

Forms (Sections) list: As you go through the steps...***A green check** mark will appear in the menu next to the forms that are complete. ***A yellow exclamation** sign will appear in the menu next to the forms that are missing required information. Click that tab to view what is needed.

1. Begin with the **Student Information** - ****Remember this is student's info. therefore, the Email Address should be blank or the student's (7th-12th grade) Highland email address NOT the parents email...**
2. **Click Save & Next at the end of each section** - ****Some Sections may also have a checkoff box** at the bottom for you to indicate that you viewed the form.
3. **FACTS Tuition tab:** At the bottom of this page Click "Go to Payment Plans" - You are to choose your payment plan to begin in August for the 2020-21 School Year. **Afterwards** a Facts Tuition Thank You page will appear > **click Save & Next** at the very bottom. > lastly the Enrollment Packet Review to complete the process.
4. **Enrollment Packet Review tab:** **** For Re-enrollment to be complete you MUST click "Submit Packet and Make Payment"**. This is where you will pay the "re-enrollment fee" .
******The Payment will be withdrawn at that time from the bank account you currently have set up through FACTS or you may enter a different account. A window will open for you to review the students info. and to submit the payment. The fee is \$300 OR \$450 after March 1st.**

After your enrollment packet tabs have all green check marks including choosing a payment plan in FACTS Tuition and "submitting packet and making payment", **you will receive a confirmation email**. If you prefer to check the status >Log back into your Parentweb > Family > enrollment/re-enrollment tab - it will indicate if the application is complete. If it states "**edit**" next to the students name it is **not complete**. You may click edit to view what is missing. ***A green check** mark will appear in the menu next to the forms that are complete. ***A yellow exclamation** sign will appear in the menu next to the forms that are missing required information. You will need to click on that tab to see what is needed to complete that form and so on.

- The enrollment fee is \$450 after March 1st.
- Openings for current students are not guaranteed after January 12, 2020.
- At any time you may log out and complete it at a later date. However, the student is not registered until you have completed all steps and paid the enrollment fee.
- At least 2 weeks prior to the August due date notify Lynette Gary at lgary@hbcnsi.org of any payment plan changes for annual or monthly.