

Introducing *Continuous Enrollment*

Our goal is to provide your children with an exceptional education for years to come and to make their continued enrollment as easy and as seamless as possible.

Taking our cue from colleges and other schools nationwide, Broadwater Academy now uses Continuous Enrollment, an efficient way for our families to re-enroll from year to year. In fact, there is no need at all to re-enroll. Once your children are enrolled, they are continuously enrolled until graduation from Broadwater or until the family follows an opt-out procedure.

To state the process as simply as possible:

- As part of the first-time enrollment process for new students, you will indicate your understanding that your children are continuously enrolled at Broadwater until graduation or, if necessary, the opt-out process is followed.
- Once enrolled, students are considered part of Broadwater until they graduate with no further annual “re-enrollment” process involved.

We have created a series of Frequently Asked Questions (FAQs) to help our families understand how this process works and to anticipate questions you might have. Please read over the various FAQs below to better understand the details.

Continuous Enrollment FAQs

1. What is Continuous Enrollment?

Continuous Enrollment is a common-sense approach to enrollment which is followed by almost all colleges and is being adopted by many schools nation-wide.

Rather than an opt-in annual re-enrollment process, Continuous Enrollment is an opt-out process. In other words, if you're returning to Broadwater after initially enrolling, you'll never have to worry about re-enrolling.

2. How do families financially commit to returning each year?

Families will be billed a \$150.00 deposit per student on February 1 of each calendar year.

3. How do new families become a part of Continuous Enrollment?

As part of the enrollment process, new families sign a commitment form which includes the following points:

- I hereby opt into continuous enrollment. This means that my children enrolled at Broadwater Academy will keep returning to Broadwater Academy every year unless I tell the school otherwise.
- I understand that I have until February 1 every year to notify the Broadwater Academy Business Office of any changes in my plans of enrollment for my children.
- I understand that the Continuous Enrollment down payment will be drawn from my Charge Over account in March each year.

4. I am enrolling a new sibling of a current student. What do I need to do?

Enrolling a sibling of a current student is similar to enrolling a new student.

- Online application (with fee) (Pre-K-12)
- Birth certificate (must bring in the original for recording)
- Signed records request form (K-12)
- In-house writing sample and Question & Answer with admissions office (3-12)
- Visit and assessment (Pre-K-12)
- Continuous Enrollment Commitment Form (Pre-K-12)

Depending on how late the sibling is enrolled, he/she may be on a 9 or 10-month payment plan the first year.

5. My child is in Extended Care. How does that affect Continuous Enrollment?

Because participation in Extended Care varies from year to year depending upon a family's needs, registration for this program is treated separately and does not affect Continuous Enrollment.

Continuous Enrollment FAQs

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6. *What is the Continuous Enrollment annual cycle?*

- November** Tuition Assistance application period begins for new and returning families.
- December** Tuition for the next year announced.
Tuition Assistance application period for returning families ends December 15.
- January** Opt-out period begins.
Tuition Assistance and Scholarship awards for returning families sent.
- February** Opt-out period ends February 1.
- March** Continuous Enrollment tuition deposit for next year is due.
Tuition Assistance application period for new families ends March 1.
Application for Admissions for new students deadline is March 1.
Tuition Assistance & Scholarship awards for new families sent by the end of March.
- April** Continuous Enrollment Contract for new families due.

Tuition and Continuous Enrollment

7. *What is the Continuous Enrollment tuition deposit?*

The Continuous Enrollment tuition deposit is a financial commitment for currently enrolled families. The deposit is a payment toward the next school year to indicate your family's commitment to having your children enrolled at Broadwater for the next school year.

8. *What tuition payment plans does Broadwater offer under Continuous Enrollment?*

All families are on one of four payment plans:

- One payment for the full year tuition (less the Continuous Enrollment down payment) due July 1
- Two semester payments (less the Continuous Enrollment down payment) due July 1 and January 1
- Four quarterly payments (less the Continuous Enrollment down payment) due July 1, October 1, January 1 and April 1
- Twelve monthly payments, starting in July and continuing through June.

Continuous Enrollment FAQs

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9. Does our family need a Charge Over account?

Yes, all families will need to have a Charge Over account for tuition and fee collection. In addition to automatically collecting tuition payments, Charge Over will manage the collection of the Continuous Enrollment deposit and other fees as needed.

Those families who already have a Charge Over account do not need to register for one again. Those who do not should do so in January. The process is online and simple. Kristi Linton, klinton@broadwateracademy.org, will provide instructions on how to register for a Charge Over account.

10. What if I am behind in my account?

Students with past due accounts will not be considered enrolled until the account is current. All accounts must be current in order to keep your continuous enrollment status active. Once a past due account is current, the deposit will be billed and the student will be enrolled.

11. What will the tuition be next year?

Tuition is subject to change yearly. It is the undersigned responsibility to check the tuition schedule each year for current rates. The schedule will be released in December of each year. Forms can be found on the school's website or by requesting a copy from the Director of Admissions.

Tuition Assistance and Continuous Enrollment

12. I anticipate applying for Tuition Assistance. When can I apply for that, and what is the process like?

Broadwater Academy partners with FAST, a third-party, to process and determine Tuition Assistance applications. FAST begins accepting Tuition Assistance applications in November for the following school year. Please visit www.broadwateracademy.org/tuition-assistance/ to apply. The application takes from 45 minutes to 2 hours to complete. Once you have applied online, FAST will request supporting tax documentation, which you may either mail or upload onto the site. Applications are not considered complete until all required documentation has been received.

For current students to be considered for Tuition Assistance for the following year, applications and all supporting data must be submitted by December 15.

Opting Out of Continuous Enrollment

13. How do I opt out of Continuous Enrollment?

January is the opt-out month for current Broadwater Academy families, with a deadline of February 1. During that time, families who need to opt-out of Continuous Enrollment may do so by filling out an online official notification of withdrawal.

14. Is there a penalty if I opt out and then decide to enroll later?

Families who opt-out and later decide to enroll must follow the procedure for new applicants, which requires an application fee in addition to full tuition.

AND LASTLY . . .

15. I have a question which has not been answered. Whom do I contact?

- For questions regarding enrollment or Tuition Assistance, contact Sheila Sheppard, Director of Admissions, ssheppard@broadwateracademy.org, 757-442-9041 ext 120, or Julie Badger, Assistant Head of School and CFO, jbadger@broadwateracademy.org, 757-442-9041 ext 199.
- For questions regarding tuition payments, contact Kristi Linton, Accounts Manager, klinton@broadwateracademy.org, 757-442-9041 ext 130.
- Please feel welcome to come in during office hours, 8:00 a.m.-4:00 p.m., Monday-Friday.