

## **Returning Families**

All students in good academic, behavioral, and financial standing are eligible for re-enrollment. Although you will not incur a re-enrollment fee, you are being asked to review and reaffirm your Continuous Enrollment Agreement. You will find your student's **Returning Student Commitment Packet** in your [FACTS Family Portal](#). (District Code: SANC-TX) This packet will take approximately five minutes to review and submit. **Deadline to submit is Tuesday, January 31, 2023.** If you are having difficulty accessing your packet or your student's name is not visible, please contact the Admissions Office at 210-248-1646 and we will be happy to help you.

### **Is this a new Enrollment Agreement?**

No. The Continuous Enrollment Agreement you signed in previous years secured your student's seat through graduation. The terms regarding opting out and withdrawing have not changed (see below). This Commitment Packet gives you the opportunity to review policies and reaffirm your desire to partner with SACS.

### **Must I sign the Commitment Packet to be enrolled next year?**

Yes. Every year we update policy and handbook changes, and you will need to review and affirm your agreement and support. Your student's enrollment for the next year will not be complete without your submission of this re-enrollment commitment packet. There is no fee associated with submitting this packet, however a completed Commitment Packet is required.

## **Understanding Your Continuous Enrollment Agreement**

### **How does it work?**

- ➡ **Subsequent years** – Your student will have a reserved seat in each subsequent year and thus be continuously enrolled. You will secure their enrollment by reviewing and submitting the next year's commitment packet. You will be required to submit a commitment packet each year.

### **What do I commit to paying when I enroll?**

- The Tuition & Fees for the upcoming school year (Due June 1 each year, billed through FACTS and based on the payment option you choose each year). Tuition and Fees for 2023-2024 can be found [HERE](#) on the SACS website.
- FACTS charges an Account Fee of \$25 if you pay tuition annually or by semester, and \$55 if you pay monthly.

Your Continuous Enrollment Agreement with SACS is a multi-year commitment. Although most families' intent is for their student(s) to graduate from SACS, we understand this may not occur for a few families. Therefore, there is an option to notify us of your intention not to return and be released from your Continuous Enrollment Contract. Each year, the opportunity to be released without financial obligation for future years is **January 31**.

### **How do I withdraw from my Continuous Enrollment Agreement?**

To withdraw (or opt-out) of your Continuous Enrollment agreement for the upcoming school year, you must submit a Continuous Enrollment Withdrawal Form obtained from the [Admissions Office](#). If we receive this form by January 31st, you will have no further financial obligation for the following years. See the breakdown below of withdrawal time frames and your associated financial obligation, per the continuous enrollment agreement. Because of the financial commitment on the school's part, withdrawals from the agreement after January 31st will be billed the corresponding tuition obligation

through your FACTS account in May. Withdrawal notifications received after May will be assessed the corresponding tuition obligation and will be due at the time of your withdrawal request.

|                        |                            |
|------------------------|----------------------------|
| <b>January</b>         | <b>Opt-out with no fee</b> |
| <b>February</b>        | <b>10% of tuition due</b>  |
| <b>March -May</b>      | <b>25% of tuition due</b>  |
| <b>June – July</b>     | <b>50% of tuition due</b>  |
| <b>August or later</b> | <b>100% of tuition due</b> |

### **What if we send in our withdrawal form now but our circumstances change later in the semester?**

Since you previously withdrew your child from enrollment, you will need to contact the Admissions Office to verify availability in your child's grade level. If we have availability and the principal approves your re-enrollment request, you will be given access to a new Continuous Enrollment Agreement. Your new Agreement will require the corresponding enrollment fee (PreK-5 \$500, 6-12 \$750).

### **Do you take special circumstances into consideration?**

As always, SACS understands changes may happen. If you choose to cancel your Continuous Enrollment Agreement outside the January enrollment period, you may be released from the financial obligation only by one of the following life events:

1. Death of a parent, court appointed legal guardian or the student
2. Withdrawal at the school's request for academic or behavioral reasons
3. A physician's written determination that a student's medical condition will no longer permit the student to attend the school
4. Moving more than 25 miles outside of the city, due to job transfer or new employment.

If your family experiences other difficulties such as unemployment, separation/divorce or unexpected medical illness of the person responsible for paying tuition, you may apply for [tuition assistance](#). The Student Billing Office will review your financial needs and respond accordingly.

### **Can I apply for tuition assistance?**

Yes. SACS offers a needs-based tuition assistance program. Applications are processed by the Student Billing Office. Click [HERE](#) for more information. After you have submitted your form to FACTS with all necessary documents, it may take up to four (4) weeks to receive a tuition assistance notification from SACS. We will consider your family's financial needs at any time throughout the year, however, please be aware we have limited amount of tuition assistance.

### **Where do I send my Continuous Enrollment Withdrawal Form?**

Request the Withdrawal Form from the [Admissions Director](#). Return your signed form via email or deliver it in person to the Admissions Office.

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