

Southfield School

New Enrollment Instructions



Welcome to Online Enrollment for students new to Southfield School. It is our hope that you will find the online enrollment process to be both convenient and easy to use.

Online Enrollment is to be completed by the close of school on Friday, February 22nd.

Please print these pages to use as a reference when you are ready to proceed with enrollment.

The Online Enrollment Portal allows you to save your work at any time during the process and continue at a later time. Each section of the enrollment process initially displays a grey *Incomplete* flag. Once you have completed a section, a green *Complete* flag appears. Sections should be completed in the order they appear. **You will not be able to complete the contract until the required sections prior to it are completed.**

Go to the [Online Enrollment Portal](#) by clicking the Online Enrollment Portal link located in the *New Student Enrollment* email (from Brian Rowell). Then follow the steps below in numerical order.

Step 1 Update Family Information *(required)*

Click on **Update Family Profile**. Select each subheading and verify the information is correct. If you need to make any changes, click on **Edit**.

Once you have viewed all subheadings, click on the **confirmation** check box at the bottom of the web page and then click **Return to Online Enrollment**.

Step 2 Policies *(required)*

Click on **Update Family Agreements and Policies** and then select **View Policy Details**. You will be directed to the Southfield Parent/Student Handbook for the 2018-19 school year. Since we typically update the handbook in the summer, the 2018-19 handbook is acceptable for enrollment at this time. **Agree** to the policies in the handbook. Click on **Save Policies** at the top of the page and then on **Return to Online Enrollment**.

Step 3 Variable Tuition (optional)

Only click the **Variable Tuition** link if you will be applying for variable tuition. The link will take you to a separate website where you may apply. If you've already applied for variable tuition through the business office, please skip this step. ***If you are applying for Variable Tuition, the contract is not binding until Financial arrangement is agreed upon by both parties.***

Step 4 Enrollment Contracts (required)

Once the *Update Household Information* and *Policies* sections have been completed (*Variable Tuition* is optional), a green **Open Contract** button will appear. Click on it.

Contracts will need to be completed for each newly enrolling student. At the top of the contract is a list of the tuition, fees, and deposit amounts based on your child's grade level for the school year. Select a **Tuition Payment Plan** and either opt in or out of the **Tuition Refund Insurance**. *You will only have the option to **opt out** if you are paying in full.*

Continue to scroll to the bottom of the page where you will be able to click **SIGN** (purple box) in order to add your electronic signature to the contract. Click on **Submit Signature**. You will now have the option to download the completed contract, or you may continue the enrollment process by clicking on **Return to Homepage**. ***Enrollment is not complete until you make the \$400.00 tuition deposit payment (See step 6).***

Step 5 Tuition Deposit Payment (required)

Click on the blue and white **Pay Enrollment Fees** button at the bottom of the page. You will be taken to an online payment gateway where you will have the option to pay by credit card or ACH (electronic check).

Online Enrollment will be complete once the Tuition Deposit amount (or *Pay in Full amount) has been paid.

***If you are Paying in Full**, and wish to do so now, you may change the \$400 tuition deposit amount *after* inputting your credit card or checking account information and selecting **Continue to Review**. Please pay the sum of the **Tuition Balance** and **Fee Subtotal** amounts.)

If you have any questions during the Online Enrollment process, please contact Brian Rowell or Janice Smoak/Patti Shelton by phone or email: browell@southfield-school.org, jsmoak@southfield-school.org, or 868-5375.