

## 2011-2012 RE-ENROLLMENT PROCESS

Current ACS students re-enrolling for next year must complete the following steps.

**For best tuition rates enroll during EARLY RE-ENROLLMENT from Wednesday, February 16, 2011 to Wednesday, March 2, 2011.**

Re-enrollment after March 2, 2011 will be subject to the 2011-2012 tuition rates.

### **1. REGISTER ONLINE**

- Enroll online with [FACTS Tuition Payment Plan](#). FACTS is replacing TMS as our tuition management system. We believe that this will be a very positive change for everyone! Please note that there is a \$50 FACTS enrollment fee payable by credit card or automatic debit from your account.
- Update online RenWeb Family Demographic form from within your RenWeb account.
- If needed, apply online for tuition assistance with FACTS <https://www.factstuitionaid.com/facts/gaapp> Your 2010 W-2 and 2009 Federal Tax Return are required.

### **2. MEET WITH FINANCE OFFICE**

- Submit \$250.00/student non-refundable\* tuition deposit (\$500.00/family max.)
- Confirm FACTS Tuition Payment Plan
- Sign TRP Insurance Form

*\*If you re-enroll and apply for tuition aid by March 2, 2011, and decide not to return based on tuition aid award, you are eligible to receive a refund of your tuition deposit. Intent not to return must be communicated to the Finance Office within the same 10 day period noted in award letter to receive a tuition deposit refund.*