



## Enrollment Information and FAQ

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### HOW CAN I REQUEST A TEACHER OR CLASSROOM?

As a general practice, Brookfield School does not accept teacher or classroom requests. We take many different factors into account when placing students in a classroom and with a teacher. We will assign all positions based on a variety of information including, but not limited to:

- a. Student Learning Styles
- b. Instructional Styles
- c. Classroom Environments
- d. Toilet Experience
- e. School Experience
- f. Teacher Recommendation
- g. Classroom Availability and Balance
- h. Full-time and Part-time Requests

### HOW WILL I BE NOTIFIED OF ACCEPTANCE?

You will be notified after we have received your signed letter of intent, and appropriate fees (see the schedule of fees). Acceptance to Brookfield School is dependent upon success in the current year, and a fulfilled financial obligation. Scholarship recipients will be notified in mid-June (See scholarship form). A position must be available to accept the fee. If a seat cannot be promised you will be put on a waitlist and notified.

### DOES BROOKFIELD SCHOOL HAVE BEFORE/AFTER SCHOOL CARE?

Brookfield School prides itself on supporting working parents. We offer extended school care from 7:30 am – 9:00 am and 3:00 pm – 6:00 pm at all three campuses. For prices, please see the schedule of fees.

### ARE THERE ANY AGE RESTRICTIONS ON CLASSES?

To best serve all students, Brookfield School follows the guidelines below:

Toddler/Preschool Program	12 Months/1 year old by September 1 <sup>st</sup>
Pre-Kindergarten Program	3 years old by September 1 <sup>st</sup>
Junior Kindergarten	4 years old by September 1 <sup>st</sup>
Pre-First (Kindergarten)	5 years old by October 1 <sup>st</sup>

### WHAT HAPPENS IF I MISS THE ANNUAL ENROLLMENT DEADLINE?

To receive the best discount on the cost of re-enrollment, families are asked to turn in forms and monies by February 15<sup>th</sup>. If you are unable to decide or miss the deadline, you will need to fill out a new enrollment form, pay the enrollment fee (\$100 for TLC families, \$750 for Elementary and Middle School students), and the appropriate tuition deposit. A position must be available to accept the fee.

### WHAT HAPPENS IF MY PLANS CHANGES?

Brookfield School works to ensure the best fit and placement for all students. If for any reason your family's needs change, please contact Administration as soon as possible. We will work to better help you and your students. Please note, all tuition deposits and re-enrollment fees are nonrefundable.

### I WANT TO PAY TUITION IN FULL...

Thank you for making your commitment to Brookfield School! By choosing to pay your tuition in advance and in full you have a few options:

- 1) You pay the appropriate tuition deposits, enrollment fees, and forms by **February 15, 2018** and your tuition payment is due in full on July 1<sup>st</sup>.
- 2) You pay the appropriate tuition deposits, enrollment fees, and forms by **February 15, 2018** and you pay the full tuition by **June 1, 2018** for the upcoming school year and will receive a **1% discount on the annual tuition.**



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**IS THERE A CHARGE FOR MY TUITION PAYMENT PLAN?**

There is no charge for Annual or Semi- Annual Payments. All other plan costs are detailed below.

<b>Tuition Payment Plan</b>	<b>FACTS Cost to Parents</b>	<b>Non-FACTS Cost to Parents</b>
Annual Payments	No Charge	No Charge
Semi-Annual Payments		
Quarterly Payments	\$ 45 a year	\$ 15 a month
11 Month Payments		
10 Month Payments		
Monthly Payments		

**FACTS TUITION MANAGEMENT PROGRAM**

Brookfield School is proud to partner with FACTS Tuition Management. FACTS allows families to budget their tuition, making private school much more accessible and affordable. Their process is simple, convenient, and secure.

To get started with Brookfield School, follow this link:

<https://online.factsmtg.com/signin/46ZJG>

**FACTS QUESTIONS**

- Q. Is my information secure?  
A. Yes. Your personal information, including payment information, is protected with the highest security standards in the industry.
- Q. When will my payments be due?  
A. Your payment schedule is due on the 10<sup>th</sup> of each month, and your financial institution will decide the time of day your payments are processed.
- Q. What happens when my payment falls on a weekend or a holiday?  
A. Your payment will be processed on the next business day.
- Q. What happens if a payment is returned?  
A. Returned payments may be subject to a FACTS returned payment fee of \$30; watch for a returned payment notice for additional information.
- Q. Who should I call if I have questions or concerns about my payment plan?  
A. FACTS is available 24/7 at 866.441.4637

**HOW DO I RE-ENROLL AND CONTINUE WITH A SCHOLARSHIP?**

- A. All families need to re-apply each year.
1. Any family currently under tuition assistance or a scholarship must re-enroll by deadline and pay fee.
  2. Submit a new Scholarship/Tuition Assistance Request form to administration for review by April 30, 2018.
  3. Notification of tuition assistance will be sent from the school by June 30, 2018.