



PRESBYTERIAN SCHOOL

PROCESS OF ENROLLMENT

In order to reserve a place for your child at Presbyterian School for the 2019-2020 school year, please do the following by **Wednesday, April 3, 2019**.

1. Complete the online 2019-2020 ENROLLMENT AND TUITION PAYMENT AGREEMENT and GENERAL RELEASE FORM. The Enrollment Agreement and General Release Form will be emailed to all families from Enrollment Contracts (by Ravenna Solutions). On the Enrollment Agreement, please select a payment plan option. If payment obligations are to be assumed by someone other than the student's parents or guardian (e.g., by a grandparent, custodian, or trustee), please contact the Business Office.
 - Plan A: One Payment Plan may be made by check or online credit card payment at www.pshouston.org/newfamily. Credit card convenience fees from our processing company will apply.
 - Plan B: Two Payment Plan made by ACH Draft
 - Plan C: Ten Payment Plan made by ACH Draft
2. Submit \$1,000 for ENROLLMENT DEPOSIT and \$500 for NEW STUDENT REGISTRATION by check or online credit card payment. by check or online credit card payment at www.pshouston.org/newfamily. Credit card fees will apply. The enrollment deposit is non-refundable and is applied towards tuition. The new student registration charge applies only one time to each student when he or she is admitted to the School.
3. If you elect the Two or Ten Payment Plan, please print, complete and return the ACH Draft Form to the School Registrar, Judy Ligon, 5300 Main Street, Houston, TX 77004. The ACH Draft Form is accessible via a link at the bottom of the online Enrollment Agreement.

****PLEASE NOTE**** Each student must have an Enrollment Agreement and General Release Form signed by both parents/guardians.

Tuition Refund Plan

The school offers tuition insurance through A.W.G. Dewar, Inc. The cost is 0.9% of tuition. Participation in the Tuition Refund Plan is required for students whose tuition is paid on any extended payment plan. It is optional for students whose tuition is paid in full on June 1, 2019. Details of the plan are attached.

Billing

Tuition invoices will be sent to all families for the June 1 payment. A paid statement can be sent at any time upon request to the Business Office.

Extended Care and Auxiliary Programs

Tuition includes the costs of educating your child from 7:15 a.m. - 4:30 p.m. The School offers Extended Care (4:30 - 6:00 p.m.) at an additional cost. There is no registration necessary for Extended Care. Families are emailed invoices for Extended Care services. After school classes are available throughout the year. Online registration for these classes are available twice per year in August and December. Associated fees are specific to each class.