



MINNEHaha ACADEMY

Continuous Enrollment Information Sheet

Why Continuous Enrollment (CE)?

We understand and are thankful that most Minnehaha families choose to remain at Minnehaha through graduation, so we have adopted a simple, seamless process for you to keep your children enrolled with us. With a ***Continuous Enrollment (CE)*** system, we have reduced paperwork and made continued enrollment for your child(ren) logistically very convenient.

What are the benefits of CE?

- Simplicity! We look forward to serving Minnehaha families through a simple, seamless process for you to keep your children enrolled with us.
- Guaranteed placement. By opting into ***CE***, you'll be securing that coveted seat for your child until graduation.

What is the Reservation Deposit?

The reservation deposit, formerly the re-enrollment deposit, secures placement for the upcoming year. This deposit is collected in order to assist the MA administration in effectively planning for facilities, staffing and curriculum for the upcoming school year.

How is the Reservation Deposit collected?

One Reservation Deposit *per student* is required to complete enrollment.

YEAR ONE: The year you sign the Continuous Enrollment Contract, you will receive an invoice for the Reservation Deposit via email from Ravenna after the contract is signed and submitted.

SUBSEQUENT YEARS: The Reservation Deposit in subsequent years will be billed to your FACTS account on February 15th of each year, with a due date March 10th.

The deposit for the 2020-21 school year is \$500 per student and is due by March 10, 2020.

What happens if I don't pay the Reservation Deposit by the March 10th deadline?

The student will not be considered enrolled for the upcoming school year and the student's spot is not guaranteed. All students with an outstanding Reservation Deposit after March 10th will incur a \$250 Late Registration Fee.

Is the Registration Deposit refundable?

Once paid, the annual Registration Deposit is non-refundable, with the following exceptions:

- 1) When re-enrollment is contingent on Tuition Assistance. Any Reservation Deposit paid will be refunded in the event the Tuition Assistance offered is declined in writing by the stated deadline in the Tuition Assistance letter.
- 2) When the student is dismissed by Minnehaha Academy. Any Reservation Deposit paid will be refunded in the event the student is not invited to return for the following school year.

What if I am behind on my account?

All accounts must be current in order to keep your CE status active. Students will not be considered enrolled for the upcoming school year until accounts are current and the Reservation Deposit is paid.

What will the tuition be next year?

[Current Tuition and Fees](#) can be found on our website. Tuition rates for the following year will be published by the end of December. Current parents will receive a communication from the President about tuition rates and they will be posted to the website.

I will be applying for Tuition Assistance. What will my payment be for next year?

We cannot predict your payment until your Tuition Assistance application has been processed so it is important that you submit your Tuition Assistance Application by the priority deadline of February 15th each year; this assures you will receive your Tuition Assistance determination in the first round of decisions the first week of April.

When can I apply for financial aid?

Currently enrolled families may complete the application for financial aid any time after January 1st. The application must be completed and verified by SSS before February 28th in order to be considered for priority consideration. New families may apply at any time, but the application will not be processed until the student has been accepted for enrollment.

I am enrolling a new sibling. What do I need to do?

- Complete the [application](#).
- To maintain priority sibling status, complete the application and receive acceptance by March 10th.

What if I need an extension?

Request a Reservation Deposit Extension Request Form by calling 612-728-7798 or emailing us at Enrollment@MinnehahaAcademy.net.

How do I communicate my Payment Plan preference, request transportation or iPad lease?

In February of each year you will be directed to complete an Annual Preferences Form on which you will indicate your payment plan, transportation method and, for seniors only, whether or not you wish to lease an iPad.

What if my student(s) is/are not returning next year?

To withdraw the student at any time for the current or following academic year, you must complete the Minnehaha Academy [Official Withdrawal Notification Form](#) available on our website. You must reconcile your tuition and fees account with our Student Accounts Office before the withdrawal is final. Requests for the transfer of student records and year-end report cards will be processed only when a student's account with Minnehaha Academy is paid in full.

After this year, what will the Re-enrollment season look like?

The typical re-enrollment season will simply be a communication reminder informing families of the deadline to pay the Reservation Deposit.

Who should I contact if I have additional questions?

Please contact us at Enrollment@MinnehahaAcademy.net or by calling 612-728-7798.