



## **2024-2025 Admission Process**

### **RETURNING STUDENTS**

Readmission for the 2024-25 school year will open for returning students on January 7, 2024. Returning families will receive an email on January 7 with the option to start the re-enrollment process. We encourage you to submit your request for re-enrollment promptly, as student slots are filled on a first-come, first-serve basis and enrollment will open for the general public on January 14. Re-enrollment will be a fairly simple process as student information is already on file. Please pay attention to emails from 3:17 as you will need to update some information and pay an enrollment fee in order to re-enroll.

### **NEW STUDENTS**

The process for admission to 3:17 Hybrid is as follows:

1. Application
2. Parent and Child Interview
3. Official Offer to Enroll
4. Enrollment with Enrollment Fee
5. Tuition Payment

### **Application**

Complete online application forms (available January 14, 2024). The Director will work through application forms in the order they are received. There is an application fee of \$30 per student.

### **Parent and Student Interview**

The Director will contact you for a Parent and Student Interview. We want to ensure that 3:17 Hybrid and your family are a good fit for each other and that we can serve your student well. The interview also provides you with the opportunity to ask any remaining questions you may have before enrolling your student and paying tuition.

### **Official Offer to Enroll**

Following the Parent and Student Interview, if 3:17 is able to offer your student a position, you will receive an official Offer to Enroll from the Director via email.

## **Enrollment with Enrollment Fee**

Fill out Enrollment Forms online. The Director will send an invoice for the \$100 Enrollment Fee (per student). This fee is non-transferable and non-refundable for any reason. The Director will verify receipt of Enrollment Fee and your student's position at 3:17 Hybrid.

## **Tuition Payment**

The Director will send an invoice for Tuition Payment in May 2024. We offer two options of payment: One lump sum payment of the entire tuition (most cost effective method) OR ten monthly payments of tuition cost plus an additional fees.

Families will need to enroll with FACTS in order to make tuition payments. There is a one-time FACTS fee of either \$25 (for lump sum payment) or \$55 (for monthly payments).

## **Withdrawal and Refunds**

Once your child is enrolled, if you wish to withdraw your child from enrollment at 3:17 please fill out a withdrawal form (available January 16, 2024).

- If a child is withdrawn before June 1, 2024, tuition will not be charged.
- If a child is withdrawn between June 1 and July 31, 2024, the family will be invoiced and responsible for 50% of the tuition payment.
- If a child is withdrawn on or after August 1, 2024, the family will be invoiced and responsible for 100% of the tuition payment.

No refunds of student tuition (or release from remaining student tuition bills) will be given except for the following reasons:

- Death of a parent
- Loss of a job (parent)
- Unexpected and unplanned move out of state

If you are a military family with a probable impending move, please call our Director, Karen, (803-669-9456) to discuss options prior to enrolling.

## **Discounts**

We offer discounts to parents who opt to teach at 3:17, clergy and single parents. Please contact the Director for specifics.