



# Continuous Enrollment

## Frequently Asked Questions (FAQ)

Updated 12-17-2025

### 1. What is Continuous Enrollment?

Continuous Enrollment is an enrollment model in which students are automatically re-enrolled each school year unless their family formally notifies the school of their intent to withdraw. This eliminates the need for annual re-enrollment contracts and provides families with a simpler, more seamless experience.

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### 2. Why is the school moving to Continuous Enrollment?

Continuous Enrollment simplifies the process for families, provides stability for students, and allows the school to better plan for staffing, classroom needs, and academic programming.

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### 3. How do tuition payments work with Continuous Enrollment?

Each year, families will receive updated tuition rates and fees for the upcoming school year prior to the opt-out period (January 1–31). Your existing payment plan in FACTS will continue as agreed upon unless you notify the school of any changes.

A \$500 non-refundable tuition deposit will be charged per family via FACTS Incidental Billing in February for families who remain enrolled (i.e., those who did not opt out during the opt-out window). This deposit will be applied toward your upcoming tuition balance.

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### 4. What if I return the *Consent to Continuous Enrollment* and *Enrollment Terms & Conditions* but later decide to opt out?

If you choose to opt out during the official January 1–31 opt-out period, you will be released from all financial obligations for the upcoming school year.

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### 5. What if my family decides not to return for the next school term?

We understand that circumstances can change. Families who choose not to return must formally submit a withdrawal through FACTS during the January 1–31 opt-out period to avoid financial obligations for the following school year.

Verbal or informal communication does not constitute official notice of withdrawal. All withdrawals must be formally submitted through FACTS, and no extensions will be given.

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## **6. How do I select Early Learner program options, bus service, and/or Mighty Knights Before & After School Care for the upcoming school year?**

An Annual Information Update Packet will be sent to all returning families in February. This will allow you to update your student's information and select optional services such as bus transportation, Mighty Knights Before & After School Care, and Early Learner schedule options.

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## **7. What if my child's grade level changes?**

If a student's grade level placement differs from the standard progression (for example, retention or acceleration), tuition commitments will be adjusted to reflect the assigned grade level.

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## **8. How will Continuous Enrollment affect the tuition assistance process?**

The FACTS Grant & Aid application opens on December 1, 2025. Current families seeking tuition assistance must apply and upload all required documentation by the stated deadlines:

- Apply by: February 15, 2026
- Documentation required: 2025 W-2s and 2024 federal tax returns (including all applicable schedules for the applicant and any co-applicants)
- Verification deadline: March 31, 2026

Applications must reach "verified" status by March 31, 2026, to be considered. Missing or incomplete documentation may delay or prevent verification. Families who fail to meet these deadlines may be held to the full tuition contract without assistance.

Apply at: <https://online.factsmgt.com/aid>

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## **9. What if I apply for tuition assistance and the amount awarded is not enough for my family to continue?**

Applications will be reviewed on a rolling basis. Once notified of your tuition assistance award, you will have seven (7) calendar days to inform the school if the award does not meet your family's financial needs and you wish to withdraw for financial reasons.

Failure to respond within seven days will commit your family to the contract at the awarded assistance level. The Tuition Assistance Award Letter must also be signed and returned to the Business Office.

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## 10. How will I see my selected optional services and total financial obligation for the next school term?

Tuition rates and fees will be published in December. Please review them carefully.

Your student(s) will be automatically enrolled for the next school year, and optional services selected via the Annual Information Update Packet (distributed in February) will be added accordingly. Charges will be loaded to your FACTS account by mid-March, and you will receive an email from FACTS when your plan is activated.

Please review your account carefully and contact the Business Office if any charges appear incorrect.

Note: late requests for additional services (such as bus transportation or Mighty Knights Before & After School Care) can only be accommodated if space allows. All changes to optional services must be submitted no later than June 15, 2026.

*Please note: tuition assistance awards will not appear in FACTS until you are officially notified and the signed Tuition Assistance Award Letter is returned.*

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## 11. What if my family experiences a major life event that affects our ability to continue at BSH?

As always, we will extend grace and compassion for life-altering events such as military service, employment changes, relocation, illness, or other extenuating circumstances. These situations will be handled on a case-by-case basis by the Head of School with an expectation of open and transparent communication.

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## 12. What if I opt out and then change my mind about returning?

If you opt out and later wish to return, your student will need to re-apply for admission. The standard \$100 application fee will apply, and acceptance will be subject to class availability and admissions requirements. Applications can be submitted online through the school's website.

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## 13. Who should I contact with questions?

- **Wendy Lipscomb**, Director of Early Learners — [wlipscomb@bshknights.org](mailto:wlipscomb@bshknights.org)
- **Christina Dowdy**, Director of Enrollment Management (Grades K–5) — [cdowdy@bshknights.org](mailto:cdowdy@bshknights.org)
- **Varna Redlich**, Director of Enrollment Management (Grades 6–12) — [vredlich@bshknights.org](mailto:vredlich@bshknights.org)
- **Karen Badman**, Business Manager — [kbadman@bshknights.org](mailto:kbadman@bshknights.org)
- **Tracy Hamner**, Head of School — [thamner@bshknights.org](mailto:thamner@bshknights.org)