

Current Enrollment Procedures for February 26

To Sign Up for Classes

1. Make sure you've signed your 2018-2019 Family Agreement so that you can enroll.
2. On **February 26**, go to www.kingsharvestcoop.org and Log in to our school portal by clicking Family Login near the top of the page.
3. Enter your Username and password and Log in as *Parent*.
4. Select Class Enrollment (**on the right**).
5. Add classes for the first student by clicking the Add button and selecting the desired classes from the list. Add classes for subsequent students by clicking Continue. Classes may be added or dropped at your discretion through April 5. If you have a child who needs to be added to your family account, please contact the Registrar ASAP so everything can be set up and ready for Enrollment Day.
6. Select your Service Hour. Every family is asked to serve a Service Hour. If you are unable to serve, you have the option to buy out your service hour for \$400 and we will use that money to pay someone else to serve it for you.
7. PAYMENT:
 - a. NEW PAYMENT OPTIONS - Make your payment via Check, Cash, or Debit/Credit Card
 - b. NEW PAYMENT PLANS - One payment of \$200 or two payments of \$100!
 - c. **2 WAYS TO PAY THE FULL AMOUNT**
 - 1) Pay at the front desk BEFORE you enroll via Check, Cash, or Debit/Credit Card
 - 2) Pay at Orbund when you enroll via Credit/Debit Card.
 - d. **3 WAYS TO UTILIZE THE PAYMENT PLAN -**
 - 1) AT THE FRONT DESK: Pay the first \$100 payment via Check, Cash, or Debit/Credit Card before enrollment begins and the second any time by April 27
 - 2) VIA ORBUND: pay 1/2 during enrollment and 1/2 by Orientation
 - 3) AT THE FRONT DESK AND IN ORBUND: pay 1/2 at the front desk before enrollment and 1/2 by Orientation via Orbund

To Pay Deposits on April 27

1. Write out a check for each deposit, payable to the TEACHER - One check per teacher. If you have more than one student enrolled with a particular teacher or if you have your student enrolled in more than one class with a particular teacher you may combine deposits. (Deposits are set by the teacher. Please contact them with questions about these.)
2. Write the student's name and class in the memo section of your check.
3. Bring checks to co-op on April 27th and place them in the appropriate teacher box. Students are not guaranteed class enrollment until the deposit has been paid. After this date, the Registrar will drop you from any unpaid class and you will need to wait until orientation should you decide to re-enroll. Paid deposits are nonrefundable. Checks may not clear your checking account until after May 2.