



# CUPEYVILLE SCHOOL

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## Registration and Tuition Information

### 2017-2018

Registration for the 2017-2018 school year will be done using Cupeyville School Online Enrollment Application. Online payment for tuition will be available on August 2017. These applications will benefit all of us in many ways.

#### **This application provides you with the following benefits:**

- Account/credit card privacy. (Cupeyville School will no longer be processing recurring payments or automatic debits.)
- Allows you to monitor and control your payments. Parents will be responsible for registration and tuition payments.
- Online payments will be made using credit card (MC, VISA or Discover) or debit card (with MC or VISA logo).
- Register and pay at your convenience (easier, no lines), within the established registration and tuition payment due dates.

#### **Payment of the 2017-2018 registration does not guarantee enrollment for the upcoming year.**

- Students must have a C average in each class in order to register.
- Students with discipline problems or academic probation will not to be allowed to register.
- Students whose parents have outstanding account balances (no exceptions) will not be allowed to register.

#### **Registration payment options:**

- 1) Online Enrollment Application (VISA, Master Card, Discover or Debit Cards with VISA/Master Card logo)
  - Total Registration (1 payment)
  - Partial payments (initial 25% payment)
- 2) At school (cash, money order or certified check)
  - Total Registration (1 payment)
  - Partial payments (initial 25% payment)

## **Registration payment deadline (online or at school) – April 28, 2017**

1. After April 28, 2017 a 15% late fee will be charged.
2. After April 28, 2017 students can be registered upon space availability.

**For *any balance due* on Registration after April 28, 2017 late charges will apply accordingly:**

- After April 28, 2017 a 15% late fee will be charged on registration balance due.

**All registration forms must be filled out completely in the Cupeyville School Online Enrollment Application in order to process payment (*online or at school payment*). Registration payments are non-refundable.**

### **In order to register online:**

- Access the Cupeyville School web page ([cupeyvilleschool.org](http://cupeyvilleschool.org)) or the Cupeyville School mobile application.
- You only need the school account number and the grade of each student for the 2017-2018 school year.

\*School account number is composed of six (6) digits. Therefore, **add zeros at the end** of your usual account number (Examples: 9999 is 999900; 28109 is 281090; 3600 is 360000)

- You must access all tabs/screens of the application to complete the registration process.
- In order to see the total payment amount of the registration, you must complete Edit Profile tab, Students tab, Forms tab, Fees per Account tab, Students Fees tab and Cart tab.
- Use the following guidelines to complete the enrollment online application.

# Enrollment Online Application Guidelines

## Phase 1 - Registration 2017-2018:

1. **Access** the school's mobile app or school's web page (cupeyvillesschool.org) to enroll
2. **Sign up** to create your account
  - Read instructions on the right of the page
  - First Name
  - Last name
  - Email
  - Account Number
  - Password (at least eight (8) characters)
  - Retype Password
  - Captcha (*security test to tell computers and humans apart*)
  - Sign up
3. **Log in** with the email and password you just entered.
4. **Edit profile tab** - complete additional personal information and choose payment option (online payment or at school payment)
5. **Students tab**
  - Click on **"Add new student"** to enter information for each student
  - View - to verify information entered
  - Edit - to change any information
  - You must always click on **"I certify that the information provided is accurate"**, at the end of the page, every time you edit/add information.
  - Last step: click on "update changes" or "update and go back to list" to continue the process.
6. **Forms tab** - fill out all forms for each student according to grade level
  - Click on **"Add new form"** to enter information for each student
  - **Medical Information Form (PPK – 12<sup>th</sup>)**
    - Click on **"Add new medical form"** to enter information for each student
    - You must always click on **"I certify that the information provided is accurate"**, at the end of the page, every time you edit/add information.
    - Last step: click on "update changes" or "update and go back to list" to continue the process.
  - **Photo/Image Release Form (PPK – 12<sup>th</sup>)**
    - Click on **"Add new photo form"** to enter information for each student
    - You must always click on **"I agree"**, at the end of the page, every time you edit/add information.

- Last step: click on “update changes” or “update and go back to list” to continue the process.
- **Health Certificate (PPK – 12<sup>th</sup>)**
  - Click on “**Add new health certificate**” to enter information for each student.
  - Fill out student information.
  - Last step: click on “update changes” or “update and go back to list” to continue the process.
  - **Print document available at Cupeyville School web page (cupeyvilleschool.org), complete by physician and upload through online registration application or return to Cupeyville School’s nurse before first week of May 2017.**
- **Student Handbook Form (PPK – 12<sup>th</sup>)**
  - Click on “**Add new handbook form**” to enter information for each student.
  - **Parents are responsible for reading and discussing the student handbook with student.**
  - **Student Handbook is available at Cupeyville School web page (cupeyvilleschool.org).**
  - Fill out student information.
  - Signature of student and signature of parent – type first and last name.
  - You must always click on “**I certify that I have read, understand, and agree to all the above terms**”, at the end of the page, every time you edit/add information
  - Last step: click on “update changes” or “update and go back to list” to continue the process.
- **Behavior Agreement Form (7<sup>th</sup> – 12<sup>th</sup>)**
  - Click on “**Add new behavior form**” to enter information for each student.
  - **Parents are responsible for reading and discussing the behavior agreement with student.**
  - **Behavior Chart for 7<sup>th</sup> to 12<sup>th</sup> students is available at Cupeyville School web page (cupeyvilleschool.org).**
  - Fill out student information.
  - Signature of student and signature of parent – type first and last name.
  - You must always click on “**I certify that I have read, understand, and agree to all the above terms**”, at the end of the page, every time you edit/add information
  - Last step: click on “update changes” or “update and go back to list” to continue the process.
- **Drug Test Consent Form (9<sup>th</sup> – 12<sup>th</sup>)**
  - Click on “**Add new drug consent form**” to enter information for each student.
  - Fill out student information.
  - Signature of student and signature of parent – type first and last name.

- You must always click on **“I agree”**, at the end of the page, every time you edit/add information
- Last step: click on **“update changes”** or **“update and go back to list”** to continue the process.

7. **Registration Information tab** – registration payment guidelines
8. **Fees per account tab** – corresponding Building and Maintenance Fund and Tuition and Registration Management fees one of each per family
  - **Payment of Building and Maintenance Fund and Tuition and Registration Management fees will be done in *Phase 2* of the registration process.**
9. **Student Fees tab** – registration fees per student/grade level
  - **Payment of Building and Maintenance Fund and Tuition and Registration Management fees will be done in *Phase 2* of the registration process.**

## **Phase 2 - Registration 2017-2018:**

- Phase 2 of the registration process consists mainly of payment of the corresponding fees.
1. **Fees per account tab** – corresponding Building and Maintenance Fund and Tuition and Registration Management fees one of each per family
    - In order to complete the online registration process Building and Maintenance Fund and Tuition and Registration Management must be added to cart.
    - If partial payments are chosen, the Initial Payment is equal to 25% of the total. Subsequent payments must be done on or before the registration deadline in order to avoid late charges (see Registration Info tab).
    - If total payment is chosen, Initial Payment does not apply and Amount to Pay is equal to the total fee to be paid.
    - Enter the Amount to Pay for Building and Maintenance Fund, then Add to Cart.
    - Enter the Amount to Pay for Tuition and Registration Management, then Add to Cart.
  2. **Student Fees tab** – registration fees per student/grade level
    - In order to complete the online registration process all students to be re-enrolled for the upcoming school year must be added to cart.
    - If partial payments are chosen, the Initial Payment is equal to 25% of the total. Subsequent payments must be done on or before the registration deadline in order to avoid late charges (see Registration Info tab).
    - If total payment is chosen, Initial Payment does not apply and Amount to Pay is equal to the total fee to be paid.
    - Enter the Amount to Pay for each Student, then Add to Cart.
    - Detailed information about the student’s fees per grade level can be accessed by clicking **“View”**.

3. **Cart tab** – items in cart corresponding to registration
  - Verify the Registration Cart
  - If error you may delete and start again by clicking on the “X”.
  - **Accounts must be up to date in order to process registration payment for the upcoming school year.**
  
4. **Checkout tab** – *only* for online payments
  1. Proceed to place your order and process payment.
  2. An order confirmation will be received at the email being used for the Cupeyville School Online Enrollment Application.
  
5. **Orders/Transactions tab** – information about processed orders