



Rooted in Christ

# CONTINUOUS ENROLLMENT

## @ Lititz Area Mennonite School

### Continuous Enrollment

In order to provide our patrons with a seamless and paperless enrollment process, LAMS has adopted a continuous enrollment system. Once a student completes his or her initial enrollment at LAMS, the student remains enrolled until graduation. Each student's enrollment renews automatically each year until one of two things happens:

- The student graduates from LAMS (at 12th Grade)
- The student opts out of the annual renewal by completing and submitting a withdrawal form on or before March 1 each year.

If a student will not be returning to LAMS the following year, it is the patron's responsibility to notify LAMS in writing via a withdrawal form by March 1 of the current school year. If no withdrawal form is received by March 1, the student will remain enrolled and the patron will be responsible to pay the non-refundable Annual Enrollment Fee.

Beginning August each year, the patron family will be responsible for the designated tuition payments according to the pay type, schedule and dates selected during the FACTS account setup process.

### Tuition

January of each year, LAMS publishes the tuition rates for the following school year. Tuition is then paid according to the plan set up by the patron during the FACTS account setup process. Patrons can make changes to this plan through their FACTS Parent Portal or by calling the office at 717-626-9551.

Payments run on an 11-month cycle beginning in August. Patrons have the choice of making 1 lump-sum payment, 2 semi-annual payments, or 11 monthly payments.

### Annual Enrollment Fee

LAMS requires a non-refundable annual enrollment fee of \$75 per child (with a cap of \$225 per family). During initial enrollment, this fee can be paid either via cash or check. Each year thereafter, the fee will be charged to the patron's FACTS account in March.

### Enrollment Timeline

- ☑ Beginning **January**—Student Enrolls at LAMS via the Sycamore Admissions Portal
- ☑ **June**—Incoming families complete their initial FACTS Account Setup and create a tuition payment agreement
- ☑ **August**—The first tuition payment is due either the 5th, 10th, or 15th depending on the schedule selected by the patron during FACTS Account Setup
- ☑ **March 1**—Withdrawals for the following year are due
- ☑ **March 15**—The Annual Enrollment Fee of \$75 per child (with a cap of \$225) will be charged to the patron's account



Lititz Area Mennonite School  
1050 E Newport Road  
Lititz, PA 17543  
717.626.9551  
717.626.0430 (fax)  
admin@lams.info