

# Step by Step Guide to Enrollment at DCS

Complete the following steps, turn in all necessary forms, and you will have successfully completed the enrollment process at DCS!

**Complete Enrollment Form for each student in your family enrolling or re-enrolling**

**Turn in Enrollment Form(s) and Registration Fee to DCS Office**

New Student Enrollment: \$150

Re-Enrollment before March 31<sup>st</sup> \$100 per student (\$50/student savings!)

Re-Enrollment April 1<sup>st</sup> – 30<sup>th</sup> \$125 per student (\$25 per student savings!)

Re-Enrollment After April 30<sup>th</sup> \$150 per student

## Kindergarten ONLY - Additional

- Copy of SS Card
- Copy of Birth Certificate
- Copy of Immunization Record
- Meet with School Nurse
- Readiness Screening with Teacher

**Complete DASD Health History Packet** (For NEW students only)

- Please refer to DuBois Area Health Department Mandated Screening Page included in packet to see whether Dental and Physical Exams are due for your child for the grade level they are entering. Vision-Hearing Screening, Height & Weight and BMI are done throughout the school year by DASD School Nurse assigned to DCS.

**FACTS Info:** (FACTS is used for Tuition Payment Management and Tuition Assistance Applications – IF YOUR FAMILY PLANS TO USE A PAYMENT PLAN OR APPLY FOR TUITION ASSISTANCE THESE STEPS NEED TO BE COMPLETED BEFORE JUNE. For payment plans there is a one-time fee charged by FACTS at the beginning of the school year before your first payment is drawn.

**Set up a Payment Plan (NEW FAMILIES) or Verify Financial Accounts (RETURNING FAMILIES)**

- Go to [www.mydcs.org](http://www.mydcs.org)
- Click on Admissions, then scroll down to TUITION/FACTS/OTHER FEES and choose “CLICK HERE” to set up your online payments with FACTS
- **FOR NEW FAMILIES:** Follow online instructions for setting up an account and payment plan with FACTS
- **FOR RETURNING FAMILIES:** Log into your facts account and click on ‘Financial Accounts’ to see what accounts are on file with FACTS. Make any necessary changes.
- Please note, FACTS *does* offer credit card and debit card payment options, however there will be a convenience fee added to your monthly payment with that option. **To avoid the convenience fee, connect to your Bank Account for payments.**

**Apply for Tuition Assistance** Application is not required; however, you must apply in order to receive any tuition assistance (scholarship/financial aid) at DCS. There is a yearly application fee of charged by FACTS with submission of the application. **DUE BY JUNE 30<sup>TH</sup>!**

- Go to [www.mydcs.org](http://www.mydcs.org)
- Click on Admissions, then Click on Financial Aid. Choose “CLICK HERE” to complete the FACTS form for Financial Aid.
  - After logging into FACTS or creating an account (if necessary) follow instructions for completing the application.
  - Under ‘Schools’ on your application, **please select “DuBois Christian Schools” and Under ‘Organizations’ please select “Children’s Tuition Fund”**. If those are not options are not automatically listed for you, click on ‘Add School/Organization’ and add each of the above.

**Submit Necessary Documents to FACTS** PLEASE NOTE: your application is not fully submitted until all requested documentation is submitted (tax forms, W-2s etc.)

**Do you use the Scrip Program at DCS?** Scrip is a great way to get FREE MONEY toward NEXT YEAR’S tuition. To enroll go to [www.ShopwithScrip.com](http://www.ShopwithScrip.com) and click ‘Join a Program’. Enter Enrollment Code [L821CB9C7L79](http://L821CB9C7L79) to register. You can also enroll in PrestorPay which makes ordering and paying online even simpler! They even have a simple to use app for ordering as well! If you would like more info ask at the school office!

**Once you’ve checked all these boxes, you have COMPLETED the Enrollment Process at DCS! Thank you!**  
**If you have any questions, please contact the school office at 814-371-7395 or email [secretary@mydcs.org](mailto:secretary@mydcs.org)**