

# Step by Step Guide to Enrollment for New DCS Students

Complete the following steps, meet with our staff and administration, turn in all necessary forms, and you will have successfully completed the enrollment process at DCS and be ready for the school year! Use this check sheet to keep track of what you still need to do!

## **Complete New Student Enrollment Form K-12**

## **Turn in Enrollment Form and Registration Fee of \$150 to DCS Office**

## **Complete DASD Health History Packet** (Turn in to DCS Office)

- Please note, all new students need to complete the Health History form.
- 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.

## **Enroll with FACTS** (FACTS is used for Tuition Payment Management and Tuition Assistance Applications)

**Set up a Payment Plan** (EVERY FAMILY NEEDS TO DO THIS unless planning to pay tuition in full at the beginning of the school year. If you choose to use this payment option, there is a one-time \$43 fee charged by FACTS at the beginning of the school year before your first payment is drawn.)

- 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
- Follow online instructions for setting up an account and payment plan with FACTS
  - 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 an application fee of \$35 charged by FACTS with submission of the application.)

- 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.)

**Enroll in the Scrip Program at DCS** (Enrollment is not required; however, Scrip is a great way to get FREE MONEY toward NEXT YEAR’S tuition costs – see the enclosed packet for more details!)

- To enroll go to [www.ShopwithScrip.com](http://www.ShopwithScrip.com) and click Join a Program
- Enter Enrollment Code [L821CB9C7L79](https://www.mydcs.org/821CB9C7L79) and click Register.

**Enroll in PrestoPay**, if you would like to have the ability to order and pay online!

- To enroll in PrestoPay click on PrestoPay under Family Functions
- Enter your checking and general information.
- Two small deposits will be added to your checking account within 2 days of entering your info to verify your account.
- Enter these deposits on ShopwithScrip under PrestoPay and select a PIN.
- You will receive an approval code by email. Send that code to the DCS Office [secretary@mydcs.org](mailto:secretary@mydcs.org) or call 814-371-7395.

***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)**