

# ENROLLMENT PROCESS

## 2017-2018

### TADS:

Our Admissions, Enrollment, Tuition, and Financial Aid processes are all facilitated through a third-party, TADS. At the time of enrollment RPMS charges a non-refundable \$150 registration fee per child per school year.

### New Student Admissions:

1. Log into TADS at <http://mytads.com/a/rockprairiemontessori>
  - Choose "Fall 2017 - Spring 2018 School Year".
  - You will be directed to create an account.
  - Once your account is created you can begin the Admissions process.
2. Admission
  - In this short process you will be asked basic household and student information.
  - Once you complete the Admissions process RPMS will review your information.
  - Upon acceptance of your application you will receive an email to complete the Enrollment Process.
3. Enrollment and Tuition Agreement
  - In this step you will be asked specific household and student information.
  - To complete this enrollment you will be prompted to pay the \$150 RPMS registration fee.
  - In this step you will select your payment plan and payment method.
    - If you choose more than two payments a \$45 TADS processing fee will be added.
  - **Your child is considered enrolled once this process is complete.**
3. Financial Aid
  - There will be a section in the enrollment process step allowing you to apply for financial aid.
  - Applications need to be completed by 3:30 pm on the IRS Tax Filing Deadline day (usually April 15) to be considered.

### Returning Student Enrollment:

1. Log into TADS <http://mytads.com/a/rockprairiemontessori>
  - Click on the link. (NOTE: this link is unique to each family.)
2. *Log In* using the email and password you created last year.
3. Complete Admissions & Enrollment
4. Financial Aid
  - Applications need to be completed by 3:30 pm on the IRS Tax Filing Deadline day (usually April 15) to be considered.

### Problems or Questions:

If you have questions regarding this process, please contact TADS at [\(800\)-477-8237](tel:800-477-8237) or the school office at [\(608\)-868-4844](tel:608-868-4844).