

## Understanding Your Continuous Enrollment Agreement

All students in good academic, behavioral, and financial standing are eligible to remain enrolled at SACS.

Our Continuous Enrollment Agreement minimizes the amount of forms required from families each consecutive year of enrollment. Families will not be required to sign an annual re-enrollment agreement unless SACS makes amendments to the enrollment agreement and contract. Remaining enrolled year to year at SACS is very simple and convenient. Once enrolled, you need only notify us if you intend **NOT** to return by submitting the withdrawal form. Please email our [Director of Admissions, Jennifer Rodriguez](#), to request a withdrawal form.

If you would like to review your signed enrollment agreement, please log in to your [FACTS Family Portal](#). (District Code: SANC-TX), select “Apply/Enroll”, then select “Enrollment/Reenrollment” to view the PDF of you signed agreement.

## Do I need to sign a new Enrollment Agreement to re-enroll my child?

No. The Continuous Enrollment Agreement you signed in previous years secured your student’s place through graduation. The terms for opting out and withdrawing remain unchanged (see below). **Unless there is an update to a school policy or a handbook change, you will not need to review and re-affirm your agreement and support.**

## What do I commit to paying when I enroll?

- The Tuition & Fees for the upcoming school year (Due June 1 each year, billed through FACTS and based on the payment option you choose each year). Tuition and Fees for 2025-2026 can be found [HERE](#) on the SACS website.
- FACTS charges an Account Fee of \$20 if you pay tuition annually or by semester, and \$50 if you pay monthly.

## Do I have to commit to staying through graduation?

**Your Continuous Enrollment Agreement with SACS is a multi-year commitment.** Although most families’ intent is for their student(s) to graduate from SACS, we understand this may not occur for a few families. Therefore, there is an option to notify us of your intention not to return and be released from your Continuous Enrollment Contract. Each year, the opportunity to be released without financial obligation for future years is **January 31**.

## How do I withdraw from my Continuous Enrollment Agreement?

To withdraw (or opt-out) of your Continuous Enrollment Agreement for the upcoming school year, you must submit a Continuous Enrollment Withdrawal Form obtained from the [Director of Admissions](#). If we receive this form by January 31st, you will have no further financial obligation for the following years. See the breakdown below of withdrawal time frames and your associated financial obligation, per the Continuous Enrollment Agreement. Because of the financial commitment on the school’s part, withdrawals from the agreement after January 31st will be billed the corresponding tuition obligation through your FACTS account in May. Withdrawal notifications received after May will be assessed the corresponding tuition obligation and will be due at the time of your withdrawal request.

<b>January</b>	<b>Opt-out with no fee</b>
<b>February</b>	<b>10% of tuition due</b>
<b>March -May</b>	<b>25% of tuition due</b>
<b>June – July</b>	<b>50% of tuition due</b>
<b>August or later</b>	<b>100% of tuition due</b>

## What if we send in our withdrawal form now but our circumstances change later in the semester?

Since you previously withdrew your child from enrollment, you will need to contact the Admissions Office to verify availability in your child's grade level. If we have availability and the principal approves your re-enrollment request, you will be given access to a new Continuous Enrollment Agreement. Your new Agreement will require payment of an enrollment fee (\$750).

## Do you take special circumstances into consideration?

As always, SACS understands changes may happen. If you choose to cancel your Continuous Enrollment Agreement outside the January enrollment period, you may be released from the financial obligation only by one of the following life events:

1. Death of a parent, court appointed legal guardian or the student
2. Withdrawal at the school's request for academic or behavioral reasons
3. A physician's written determination that a student's medical condition will no longer permit the student to attend the school
4. Moving more than 25 miles outside of the city, due to job transfer or new employment.

If your family experiences other difficulties such as unemployment, separation/divorce or unexpected medical illness of the person responsible for paying tuition, you may apply for [tuition assistance](#). The Student Billing Office will review your financial needs and respond accordingly.

## Can I apply for tuition assistance?

Yes. SACS offers a needs-based tuition assistance program. Applications are processed by the Student Billing Office. Click [HERE](#) for more information. After you have submitted your form to FACTS with all necessary documents, it may take up to four (4) weeks to receive a tuition assistance notification from the Student Billing Office. We will consider your family's financial needs at any time throughout the year, however, please be aware we have limited amount of tuition assistance.

## Where do I send my Continuous Enrollment Withdrawal Form?

Request the Withdrawal Form from the [Admissions Director](#). Return your signed form via email or deliver it in person to the Admissions Office.

**Jennifer Rodriguez**

**Admissions and Marketing Director**

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