



RETURNING STUDENT CHECKLIST

To register and reenroll at Adventist Malama Elementary School, the following will guide you through the steps and the documents needed to file at the school office.

_____ Complete the Online Enrollment form at www.factsmgt.com
Instructions on how to login to FACTS (formerly RenWeb) are available on school website adventistmalama.org, under 'Admissions'. District code: AM-HI

_____ Make time to do the following at the school office

- Pay the non-refundable Application/Comprehensive Fee of \$200 by **March 10, 2023** after the due date the payment will be \$400
- Pay Tuition/Fees
 - SY 2023-2024 Tuition is \$6,250 (\$625 will be withdrawn on 15th or 25th from September through May)
 - Technology fee of \$300, and Dewar Insurance of \$143.75 is **due July 12, 2023**
 - The August Tuition of \$625 is **due BEFORE August 14, 2023**
- Sign the Tuition Agreement Plan
- Complete the ACH Bank Withdrawal form and supply a voided check
- Sign the Dewar's Tuition Insurance form
- Complete Enrollment Packet
 - Consent to Treatment (one for each child enrolled)
 - Student Pick Up Authorization Form - last year's form may be reused
 - Permission forms (Playground & Image/Voice Use) - last year's form may be reused
- Sign Student Handbook Agreement

_____ You will be given:

- AMES Quick Info sheet
- School Calendar for the entire school year
- Student Supply List

Adventist Malama Elementary School

86-072 Farrington Highway * Waianae HI, 96792
Phone: (808) 696-3988 FAX: (808) 696-7790

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