

- 
- Take your admissions and re-enrollment processes **online.**

HOW TO “GO GREEN” WITH ONLINE RE-ENROLLMENT- SAVING TIME, MONEY AND RESOURCES

blackbaud™
your passion > our purpose

► HOUSEKEEPING!

- Please mute your phone while listening.
- Please do not put the call on hold – hang up and call back to eliminate hold music playing during the session

Optimize Viewing the Event

- Hit the F5 key to put the window into full-screen mode
- Close all other applications
- Increase your computer's screen resolution
 - Start Menu->Control Panel->Display
 - Settings Tab
 - Increase screen resolution by moving the slide all the way to the 'More' side (right)
 - Click Apply and OK



► AGENDA

- What is Online Admissions and Re-enrollment for The Education Edge?
- Customer Spotlight: Providence Day School
- Business Challenges
 - Why Providence Day decided to “Go Green”
- Impact of Online Re-enrollment
 - Resources
 - Staff Time
 - Money
 - Parents
- Q & A





► WHAT IS ONLINE ADMISSIONS AND RE-ENROLLMENT?

- Creates forms for inquiries and applications
- Pre-populates re-enrollment forms with real-time information
- Accepts application fees online with application submissions
- Accepts re-enrollment deposits online
- Keeps potential families informed of their status and next steps
- Standardizes data and transfers to The Education Edge



► **CASE STUDY: PROVIDENCE DAY SCHOOL**

BUSINESS CHALLENGES

- Multiple systems were being used across offices
 - Everything was done manually with little to no integration
- Inefficient use of staff and parents time
 - Today's parents are mobile and they expect instant gratification
- Cost of printed paper and mailing was excessive
- Inability to query real time information (i.e. Number of students enrolled)
 - Industry benchmark showed there was opportunity to be more efficient with re-enrollment

Their Goal?

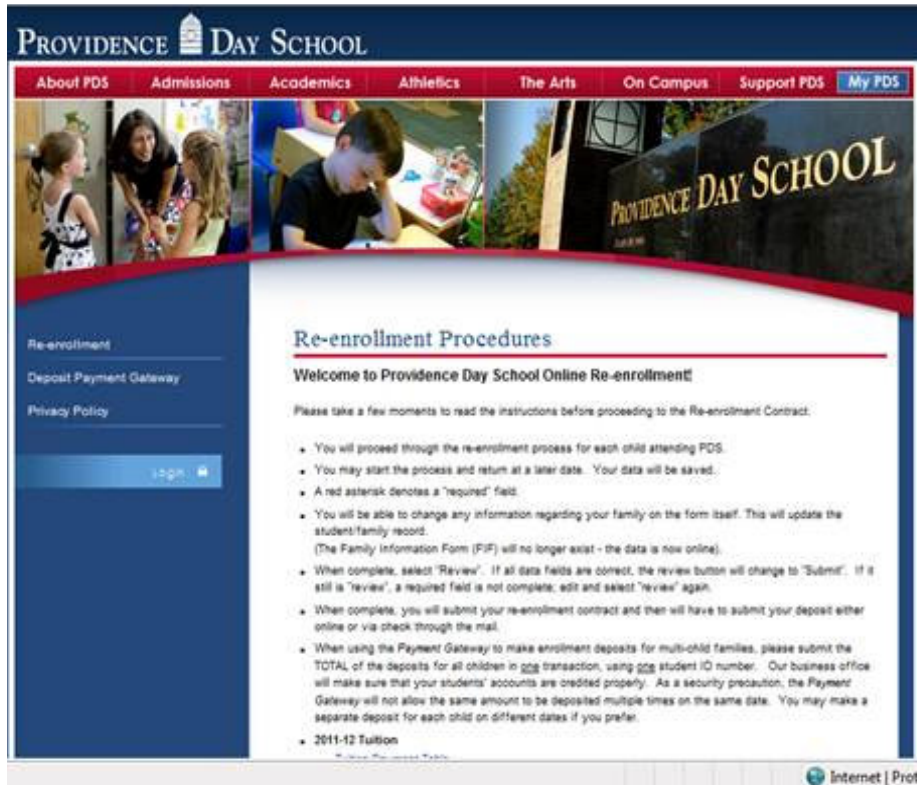
- Get everything into one system
- Streamline manual communication and enrollment processes
- Save money and resources
- GO GREEN with online re-enrollment!



► **BOTTOM LINE IMPACT OF ONLINE RE-ENROLLMENT**

- Resources
 - Paper... People... Postage...
- Staff Time
 - With online re-enrollment, our Admissions Office can concentrate on new enrollment and our most valuable commodity, our parents, rather than the constant paperwork involved with re-enrollment contracts.
 - Free-up the time of division office staff from mailings - allowing them to spend time working with the students and parents.
 - Front Desk Receptionist and Copy Center personnel
- Money \$\$\$
 - Most significant savings were seen from moving re-enrollment online; the mailing of re-enrollment contracts was a huge financial burden..
- Parents
 - New generation of parents. They want everything immediately on their hand-held device!

► LOOK AND FEEL OF PROVIDENCE DAY PAGES



Re-enrollment Procedures

Welcome to Providence Day School Online Re-enrollment!

Please take a few moments to read the instructions before proceeding to the Re-enrollment Contract.

- You will proceed through the re-enrollment process for each child attending PDS.
- You may start the process and return at a later date. Your data will be saved.
- A red asterisk denotes a "required" field.
- You will be able to change any information regarding your family on the form itself. This will update the student/family record. (The Family Information Form (FIF) will no longer exist - the data is now online).
- When complete, select "Review". If all data fields are correct, the review button will change to "Submit". If it still is "review", a required field is not complete; edit and select "review" again.
- When complete, you will submit your re-enrollment contract and then will have to submit your deposit either online or via check through the mail.
- When using the *Payment Gateway* to make enrollment deposits for multi-child families, please submit the TOTAL of the deposits for all children in one transaction, using one student ID number. Our business office will make sure that your students' accounts are credited properly. As a security precaution, the *Payment Gateway* will not allow the same amount to be deposited multiple times on the same date. You may make a separate deposit for each child on different dates if you prefer.
- **2011-12 Tuition**
 - [Tuition Payment Table](#)
 - [Tuition Refund Plan Table](#)
- NOTE: The Re-enrollment Contract is "pending" until the deposit is received.

Important Dates

- **February 11, 2011** - Re-enrollment contract submitted online and tuition deposit received
- **May 13, 2011** - If paid in full, discounted tuition deadline
- **July 1, 2011** - First Payment Due
- **July 1, 2011** - Notice of Withdrawal deadline
- **November 1, 2011** - Second Payment Due
- **February 1, 2012** - Third Payment Due

Financial Payment Plan Options

- **Payment Plans**
 - 10, 11, and 12 Month Tuition Pay Plan - [SallieMae Brochure](#) - [SallieMae Enrollment](#)
 - 3 Payment Plan (stated on enrollment contract)
 - Discounted Single Payment Plan (stated on enrollment contract)
- **Loan Information**
 - [SallieMae](#) or [Your Total Solution Payment Plan Brochure](#)
- **Tuition Refund Insurance** - This plan provides benefits for medical and non-medical withdrawals and dismissal from school. Please read carefully as benefits vary.
 - [Letter from Paul Ibsen regarding Tuition Refund Plan](#)
 - [Tuition Refund Insurance Plan Brochure](#)
- **Student Accident Reimbursement Plan** - This plan provides coverage for medical expenses resulting from accidents
 - [Letter from Paul Ibsen regarding optional Student Accident Plan](#)
 - [Student Accident Insurance Plan Brochure](#)

To start your Re-enrollment process, click [Re-enrollment Application](#)

► FORMS AND CONTRACTS

PROVIDENCE DAY SCHOOL

About PDS Admissions Academics Athletics The Arts On Campus Support PDS My PDS

Re-enrollment
Deposit Payment Gateway
Privacy Policy
Logout

Re-enrollment

Student Information Parent/Guardian 1 Information Parent/Guardian 2 Information Parent/Guardian 3 Information
Parent/Guardian 4 Information - IF APPLICABLE Billing Information - IF APPLICABLE Contract Review

Student Biographical Information

First Name: Kaya
 Nickname (Preferred Name): Kaya
 Middle Name: Otur
 Last Name: Arinc
 Suffix: <Select>
 Birth Date: 9/30/1999
 Gender: Male

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PROVIDENCE DAY SCHOOL Enrollment Contract 2011-2012

This contract offer will be withdrawn and space will not be held unless electronically signed and submitted and appropriate tuition deposit received by the School by 12:00 noon, February 11, 2011.

Student Name: _____
 Rising Grade: _____

We, the undersigned parents or guardians, hereby offer, and Providence Day School, Inc. (the "School") hereby considers for acceptance, subject to the terms and conditions hereof, any pending probationary matters, and certain enrollment limitations, the above mentioned student, the ("Student") for enrollment for the 2011-2012 academic year under the following terms and conditions:

We understand that the overhead expenses of the School do not diminish with the departure of some students during the course of a year and that our obligation to pay the tuition for the full academic year is unconditional after July 1, 2011. The parents or guardians are jointly and severally liable for the full tuition and all charges unless the Headmaster is notified IN WRITING by this date. NOTICE OF WITHDRAWAL MUST BE SENT BY

Internet | Privacy



► NEXT UP? TAKING THE ADMISSIONS COMPONENT ONLINE

Providence Day School will start online admissions and inquiries this summer.

- Auto-magically inputting large quantities of information into the system!
 - No more trying to read handwriting!
 - No more typos!
 - Parent gratification!
- You never get a second chance at making a first impression!
 - Online inquiries and applications need to be logical and simple to keep prospective parents interest
- Opportunity to personalize messaging to parents once their interests have been captured online