



Fort Worth School Year Registration Instructions (Registration opens April 16, 2018)

NEW Students:

Complete your Registration Form at: <https://app.jackrabbitclass.com/regv2.asp?id=523397>

- After filling out the Contact & Student Information, click the blue “Select Class” button for each student.
- Click on the blue magnifying glass button to filter your search. Select “2018-19 School Year” as the Session.
- Select the class(es) you wish to enroll in.

Payment Instructions: Enter in your credit card information.

- This credit card will be charged for the \$50 Registration Fee when the office processes your registration (please allow up to one week).
- Select “Yes” or “No” on the drop-down for “Automatically charge CC on due date(s)?”
 - This informs us if you wish to have your credit card charged on the first of the month for tuition payments.
 - If you select “No” you will be responsible for paying by check or credit card on the first of the month. Unpaid accounts will incur a \$10 Late Fee on the seventh of the month.
 - However, the credit card provided will be charged on the 15th of the month for any unpaid tuition balances (including \$10 Late Fee).
- Select “Monthly”, “Semester”, or “Annual” payment plan
- See Tuition Information Sheet for payment plan information and pricing.

You will receive an email confirmation of your enrollment followed by a payment confirmation once we process your payment.

Be on the lookout for important information and reminders via EMAIL as the School Year approaches.

As always, if you need any assistance with registration please kindly call our staff!

(See next page for RETURNING Student Instructions)

Returning Students:

1. **Log in to the Jackrabbit Parent Portal at:**

<https://app.jackrabbitclass.com/portal/ppLogin.asp?id=523397>

- a. If you do not know your login information, click “Reset Password” and enter the primary email address used for your registration. A password will be emailed to you. Log in to the Parent Portal using this password.

2. **Update your payment preferences on the “Billing & Payments” Tab**

-Note: Changes go into effect immediately and will update your billing for the remainder of the current School Year.

-Click “Saved Payment Methods” to update your preferred Primary Card

-The Primary Credit Card will be charged for the \$50 Registration Fee when the office processes your registration (please allow up to one week).

-Click “E-Payment Schedule” and select “Do Not Autocharge” or “Autocharge First of Month” for all upcoming tuition payments.

-If you do not opt in for automatic charges, you will be responsible for paying by check or credit card on the first of the month. Unpaid accounts will incur a \$10 Late Fee on the seventh of the month.

-However, the credit card provided will be charged on the 15th of the month for any unpaid tuition balances.

-Click “Membership Type” and Select “Monthly”, “Semester”, or “Annual” payment plan

-Please do NOT change your payment plan (Monthly, Semester or Annual) until after your May tuition has been posted to your account.

-See Tuition Information Sheet for payment plan information and pricing.

3. **Verify and update student and parent information on your account on the “Students” and “Contacts” tabs.**

-Please ensure the student’s 2017-18 academic grade is correct. We will automatically advance grades to 2018-19 after the completion of the year.

4. **Click on the “Classes & Events” Tab at the top**

- a. Click “Find Classes”
- b. Use the blue dropdown to filter by “Session” as “2018-19 School Year”
- c. Click the class you wish to enroll for and “Add to Cart”
- d. Check the student you wish to enroll.
- e. View and agree to all policies and waivers, then re-click “Add to Cart”.
- f. After selecting all classes, click on your Cart at the top right of the screen and click “Enroll now” to complete your enrollment.

5. **You will receive an email confirmation of your enrollment followed by a payment confirmation once we process your payment.**

6. **Be on the lookout for important information and reminders via EMAIL as the School Year approaches!**

As always, if you need any assistance with registration please kindly call our staff!