

## TEL HI'S ESA SUMMER CAMP ENROLLMENT INFORMATION

**Step 1:** To start the registration process **fill out the ESA Summer Camp Enrollment Request Form**. The link can be found on TEL HI's website. Please make sure you check all the sessions you wish to attend.

- We will be filling up the spots in each session based on this information and cannot guarantee changes/late adds once a session is full.
- If you are requesting financial aid, please have the first page of your most recent 1040 form from your tax return ready to send to us when we request it (redacted SSNs is OK).
- Please note we will begin processing the enrollment requests based on the order that it was received.
- Allow us 3-5 business days to get through the requests.
- If the program is full, you will be notified of being waitlisted. *If you are waitlisted, we will contact you if/when a spot opens up. Spots in the program will open up if someone drops from the program or does not fill out their enrollment application on time.*

**Step 2:** Once we receive & process your enrollment request, we will send out an enrollment application via 1Core that will be unique to your family to fill out. **You will have 7 days** (from the time that the enrollment application is sent out) to **complete the enrollment application**. *If the application is not completed within that timeframe, your spot will be forfeited to the next applicant in line.*

**Step 3:** At the end of the application process, you will be asked to **pay a program deposit as well as sign-up for Tuition Auto Pay (TAP)**. The program deposit is non-refundable and will be put towards your overall tuition cost. The remainder of the tuition balance will be charged once fully enrolled.

- Please note that there are no fees for ACH transactions, however, debit/credit card transactions will have an additional 2.5% processing fee included.

Thank you for choosing TEL HI! Have a great summer!