



2024-25 Re-enrollment Instructions

STEP 1: RE-ENROLL YOUR CURRENT STUDENTS

- A. LOGIN TO THE DAYSCHOOL PARENT PORTAL:
- Use the [link in NewsLink](#) to go to the DaySchool Parent Portal login. If you created an account last year, you can login using that information.
 - To create a new account, select *Create New Account* and follow the steps to set it up.
 - You can use any email address you provided to us for the 2023-24 school year.
 - A one-time verification code will be sent to the email that you use for the account.
- B. UPDATE PARENT INFORMATION: Click on *Profile*, then update information.
- To update a field, first click *Change* on the right then type the info. Scroll to move on.
 - Please check contact information & update: Church & pastor information, HMS Alert preferences, Photo usage consent, Transportation requests.
 - If you made changes, click *Submit*. If you had no changes, click the *Back* button.
- C. UPDATE STUDENT INFORMATION: Choose your student, then click on *Profile*.
- You may see other children in your family. You do not need to update their information if they are not enrolled for the current school year (2023-24).
 - Update applicable fields. (To update fields, click *Change* on the right, then enter info.)
 - Enter emergency contacts (not parent/guardian) & medication consents.
 - Enter one parent signature for the health information.
 - Scroll to the Enrollment section, make your enrollment choices, sign/date the Parent Covenant, and *Submit*.
 - Watch for the required fields that must be answered in order to *Submit*. If the kindergarten options don't apply to your student, you can select *Not Applicable* from the drop-down menu.
 - Use the Back button to go back to the previous page and **repeat the process for each student enrolled at HMS in 2023-24** (including those who are not returning for 2024-25).
 - You will receive a confirmation email each time you submit changes for a Profile.

STEP 2: ENROLL NEW STUDENTS including new pre-k or new kindergarten students.

- A. COMPLETE A NEW STUDENT APPLICATION using the [link in NewsLink](#)
- For some sections, you may check "We are an HMS family. Please use family data on file." and you won't have to enter the information multiple times.
 - You will receive an email confirming the application submission and a link for next steps.

(continued on reverse)

STEP 3: PAY NON-REFUNDABLE REGISTRATION FEE: This is required to complete enrollment.

- You may pay your registration fee by: a) cash or check at the office OR b) submitting a one-time credit card payment via the website

(www.hinkletownschool.org/admissions/re-enrollment-next-steps)

2024-25 Registration Fees	Fee	Early Registration Discounted Fee*
Pre-kindergarten student	\$100	\$75
Grades K-12	\$200	\$150
Family Maximum	\$600	\$450

NOTE FOR VENTURE PROGRAM STUDENTS

- Students who are applying for the Venture Program for the first time are **required to submit a paper application form** in addition to the parent re-enrollment steps. This Venture application is included in the enrollment packet for grade 8 students or can be requested at the office.

STEP 4: Optional - COMPLETE THE FINANCIAL AID APPLICATION via [Simple Tuition Solutions](#) (STS)

- Follow the directions in the attached STS Financial Aid application instruction letter.
- You can save and come back to the application at any time.
- **NOTE: The financial aid application fee will be waived for all current HMS families.** If you are prompted for payment, please save the application and contact Melissa Beidler (mbeidler@hinkletownschool.org or 717-354-7100 x1002).

QUESTIONS? Contact us! We want to assist families at every step.

Melissa Beidler

mbeidler@hinkletownschool.org

717-354-7100 x1002

Rika Allen

rallen@hinkletownschool.org

717-354-7100 x1000



Dear Parent or Guardian,

Hinkletown Mennonite School has partnered with Simple Tuition Solutions (STS) to Determine Eligibility for Tuition Assistance.

To complete the STS Financial Aid Application, please follow these 6 simple steps:

- 1.) Click on the unique link specific to Hinkletown Mennonite: <https://app.simpletuitionsolutions.org/register?sc=24518>
 - a. If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: **24518**
- 2.) If you do not already have an account with STS, you want to click on the Orange Button "Create a new account".
*** If you already have an account with STS, click "Sign in", and enter your previously created login and password. ***
- 3.) Create your account
- 4.) Upon creation of your account you will be sent to a page that will allow you to "Start a new Application". Be sure you are selecting the proper School year you are seeking assistance for.
*** Note: You may include ALL of your students on one application, even if they attend other private schools ***
- 5.) The Application Process is 8 Steps counting the payment step, each step will save as you advance to the next step. You are able to use the 8-step tool bar across the top of the page to toggle back to a previous step and make any necessary edits. However, please note, once you complete the process of uploading your required financial documents it will lock the application from all editing. At this point, if any changes would need to be made to the submitting application, you can gladly email STS at support@simpletuitionsolutions.org or call at 717.599.7611 option 1.
- 6.) After completion of the payment process you will be advised as to which financial documents you need to provide STS. You will also be sent an email that outlines what you need to provide as well as introduce you to the application processor that will be handling the review of your application. **Please Note:** You can simply scan or take a photo of your financial documents and upload them into STS's system using STS's convenient upload feature. This is the fastest way to provide STS with your required financial documentation. However, you can also mail the signed copies of your financial documents to STS to the following P.O. Box address: **Simple Tuition Solutions, LLC, P.O. Box 779 Camp Hill, PA 17001**. Once your financial documents are loaded the system will lock the application from all editing. At this point, if any changes would need to be made to the submitting application, you can gladly email STS at support@simpletuitionsolutions.org or call at 717.599.7611 option 1.

Finally, once STS has received all of the required financial documentation from you, STS's application processors will verify the data and review your entire application per Pennsylvania State Law to determine your eligibility for any state programs. You will be notified directly via email upon the completion of this verification/review process. In addition, the results will also be available to your School or any Scholarship Organization associated with the scholarship. **It is important to note that STS is only contracted to handle the verification and eligibility determination, therefore, DOES NOT have any input, control, or insight into scholarship amounts or when they may be awarded.**



Estimado Padre o Tutor,

La Escuela Hinkletown Mennonite se ha asociado con Simple Tuition Solutions (STS) para determinar la elegibilidad para la asistencia de matrícula.

Para completar la Aplicación de Ayuda Financiera de STS, por favor siga los 6 siguientes pasos:

- 1.) Haga clic en el enlace específico de Hinkletown Mennonite: <https://app.simpletuitionsolutions.org/register?sc=24518>
 - a. Si llega a una página que le pide que ingrese un código de organización escolar o de becas, debes ingresar el código **24518**.
- 2.) Si usted no tiene cuenta con STS, haga clic en el botón de color naranja "Create a new account".
*** Si ya tiene cuenta con STS, haga clic en "Sign in", e ingrese su nombre de usuario y contraseña creados anteriormente ***
- 3.) Crea su cuenta
- 4.) Después de la creación de su cuenta, aparecerá una página que le permitirá iniciar una nueva aplicación, "Start a new Application". Asegúrese de seleccionar el año escolar por el que busca ayuda.
*** Nota: Usted puede incluir a TODOS sus estudiantes en una aplicación, incluso si asisten a otras escuelas privadas ***
- 5.) El proceso de aplicación consiste de 8 pasos contando el paso de pago. Cada paso se guardará a medida que avanza al siguiente paso. Puede usar la barra que aparece en la parte superior de la página que describe los 8 pasos para volver a un paso anterior y realizar las correcciones necesarias. Por favor tenga en cuenta, que apenas complete el proceso de subir los documentos financieros requeridos, no podrá realizar ningún cambio en la aplicación. Si es necesario realizar algún cambio en la aplicación, con gusto puede enviar un correo electrónico a STS a support@simpletuitionsolutions.org o llamar al número 717.599.7611 opción 1.
- 6.) Después de completar el proceso de pago, se le informará qué documentos financieros debe proporcionar a STS. También se le enviará un correo electrónico que describe la documentación necesaria y le presentará al procesador de la aplicación que se encargará de la revisión de su aplicación. **Tenga en cuenta:** usted simplemente puede escanear o tomar una foto de sus documentos financieros y subirlos a el sistema de STS. Esta es la forma más rápida para proporcionar los documentos financieros requeridos a STS. Sin embargo, usted también puede enviar por correo las copias firmadas de sus documentos financieros a STS a la siguiente dirección: **Simple Tuition Solutions, LLC, P.O. Box 779 Camp Hill, PA 17001**. Una vez que sus documentos financieros quedan en el sistema, no se puede hacer cambios a la aplicación. En caso de necesitar realizar algún cambio en la aplicación, con gusto puede enviar un correo electrónico a STS a support@simpletuitionsolutions.org o llamar al número 717.599.7611 opción 1.

Finalmente, una vez que STS haya recibido toda la documentación financiera requerida de usted, los procesadores de aplicaciones de STS verificarán los datos y revisarán su aplicación completa de acuerdo con la Ley del Estado de Pennsylvania para determinar su elegibilidad para cualquier programa estatal. Se le notificará directamente por correo electrónico una vez finalizado este proceso de verificación / revisión. Los resultados también estarán disponibles a su escuela o cualquier organización de becas asociada con la beca. **Es importante tener en cuenta que STS solo está contratado para manejar la verificación y la determinación de elegibilidad, por lo tanto, NO tiene ningún aporte, control o conocimiento sobre los montos de las becas o cuándo pueden otorgarse.**

All Rights Reserved © 2021 Simple Tuition Solutions
PLEASE DO NOT REPLY TO THIS MESSAGE.

Simple Tuition Solutions, LLC • 3909 Hartzdale Dr. Suite 907 • Camp Hill, PA 17011