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## HOLTON-ARMS SCHOOL

### 2024-2025 Enrollment FAQs

#### What is enrollment?

Enrollment is the process by which Holton-Arms confirms a student will be attending for the upcoming academic year.

#### Is a deposit required for enrollment?

Yes, a one-time deposit of \$1,200 is required to be paid with the initial enrollment contract. No portion of this Enrollment Deposit will be returned unless the Student completes the 12th grade as a Student of the School and graduates from the School. Upon a Student's graduation from 12th grade, the enrollment deposit will be refunded, minus a \$100 non-refundable deposit.

#### Is the online process mandatory? Can I print a copy of my contract?

Yes, the online process is mandatory. You can print a copy of your contract after it has been signed by the required parent(s)/guardian(s). If you require additional assistance, please contact [Leslie Nelson](#).

#### How are contracts handled for families with divorces, remarriages, or similar scenarios?

The enrollment process is the same in these scenarios. All parents/guardians must sign the contract using their individual Holton login. It is the responsibility of the parents/guardians to communicate with each other to both sign the enrollment contract and submit payment for the deposit (only students new to the school pay a deposit).

#### How do we choose a payment plan/pay tuition?

Student billing and tuition payments are conducted through TADS Tuition Management, an online payment system. After families have submitted their contract for the next school year and it is ratified by the School, parent(s)/guardian(s) will receive an email from TADS within one week with a link to set up their account.

**Within five calendar days of receiving the TADS email, families must digitally sign their TADS Tuition Agreement, including selecting their preferred tuition payment plan (1, 2, or 10 payments).** Please contact [Terri McCormick](#) in the Business Office at 301.365.6028 with any questions.

#### Our family applied for financial aid, how will we be notified?

Families seeking financial assistance will be notified of their grant status in the Enrollment Portal.

## What Health Forms will we need to submit and what is the deadline?

Holton-Arms School requires every student to have an **annual** physical examination and submit the completed Holton-Arms Health Forms to the Director of Student Health, including changes or additions to the immunization record by August 1. All emergency contact information, consent to treat, and quick reference medical information, are to be completed online under re-enrollment/enrollment policies.

**Below is the list of required health forms. You will receive a communication later this year with instructions on how to upload them to our health portal.**

- **Preparticipation Form:** Completed by the student or parent and includes medical history and information helpful for the student's life on campus, includes food preferences, ie, vegetarian, etc; old injuries that help direct our care during sports; and any medical/mental health information that helps Holton provide the best care for your child.
- **Clearance Form:** Must be signed by the student's medical provider, this form clears the student to participate in all physical activities on campus OR restricts their participation with prompts for the Director of Student Health to follow up with the family.
- **Physician's Examination Form:** Next year's physical exam must be completed after August 1 of the previous year, regardless of the student's birth date. If you are unsure of the date of your daughter's last physical, please contact the Director of Student Health.
- **Emergency Health Care Plan:** If your student has a severe allergy (requiring an EpiPen), asthma/RAD (requiring a rescue inhaler), diabetes, seizure disorder, or other serious medical condition requiring a plan of care, you **must** have your physician complete this form annually.
- **Over-the-Counter Medication Form:** If you would like the Director of Student Health to administer the listed medications to your daughter during the school day, please have your physician review and sign this form if there are restrictions or concerns. This form must be signed by a parent/guardian.
- **Maryland Immunization Certificate:** All new students, all rising seventh grade students, and all rising ninth grade students must submit a new, completed certificate and be up to date on all booster vaccinations. **We do not accept religious or philosophical objections to vaccines.** The only exceptions are medical exemptions with documentation from a medical provider on file. **We require all students above age 5 to have the entire Covid Vaccine series**, including a booster as applicable.
- **Authorization to Administer Prescribed Medication:** To be completed by all students who will be taking prescription medication of any kind, including over-the-counter medications. One form per medication must be completed.