



## **Tuition Enrollment Program (TEP) 2018-2019 Application Process Checklist**

Student applications for the 2018-2019 school year will be accepted Monday-Friday, 7:30 am to 4:30 pm, from June 18, 2018 through August 3, 2018. Please call the Registrar’s Office at 616.235.3535 if you need to arrange an appointment outside of the regular office hours.

Applications will be taken and held at the James E. Morse Administration Center, 2915 Hall Street SE, Grand Rapids, MI 49506. A \$100.00 non-refundable application fee must accompany all new tuition applications. If a student is accepted into the Tuition Enrollment Program and enrolls, the application fee will be applied towards the tuition balance owed.

Parents/Guardians must apply in person. Application forms **may not** be faxed, scanned, emailed, or mailed.

- Read #1 *Statement of Requirements and Standards for Tuition Enrollment Program Administrative Guidelines*
- Read #2 *Tuition Enrollment Program (TEP) Process*
- Complete and sign #3 *EGRPS Tuition Enrollment Program 2018-2019 Application Form*
- Complete and sign #4 *Statement Concerning Off-Campus Misconduct Form*
- Parents/Guardians must present a Photo ID that indicates their current residential address
- Bring student applicant’s original birth certificate (Birth certificate will be returned to you)
- All Middle School report cards and/or high school transcripts and M-Step or comparable test results
- \$100.00 non-refundable Application Fee. Check payable to: East Grand Rapids Public Schools
  
- Parent/Guardian – Application Checklist Complete

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

- EGRPS – Application Checklist Complete

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EGRPS Designee Signature

\_\_\_\_\_  
Date