# **2024-25**

# **Enrollment Guide**

# For Both New and Returning Students

# **CAREFULLY READ THROUGH THE INSTRUCTIONS -** If any clarification is needed please reach out to us 9737979826 or email to <a href="mailto:info@nitamilpalli.net">info@nitamilpalli.net</a>

## Enrollment has 2 parts.

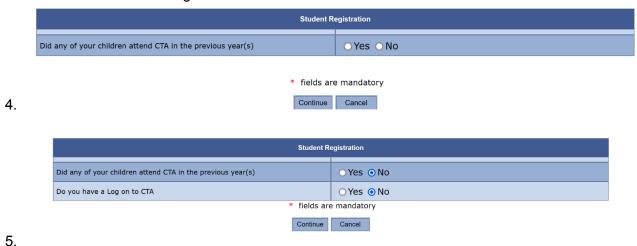
Part 1: Registering your student at ITA website.

Part 2: Payment through Zelle and completing the google form.

### Part 1:

## New Student Registration:

- 1. Go to <a href="www.catamilacademy.org">www.catamilacademy.org</a> (ITA Website)
- 2. Top Right corner Click on Member Login
- 3. Click on the Student Registration and select NO and click Continue



Student Registration Form		
Student's First Name		*
Student's Last Name		*
Date of Birth		*
Parent 1 Name		*
Parent 2 Name		

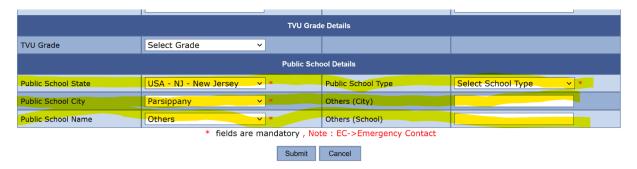
6.

- 7. In the above please give the full name of the Parent 1 and Parent 2 as the system will ask you enter the full name as a digital signature and it has to match.
- 8. Fill in all the required \* fields.



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- 10. In the above page
- 11. FOR SCHOOL SITE PLEASE CHOOSE "NJ THIRUVALLUVAR TAMIL PALLI, PARSIPPANY" from the dropdown
- 12. Parent Email ID: The email you give will be used for future communication, so give the email which you will check periodically.
- 13. Grade: System will display the grade based on the Date of Birth field



- 14. Public School City: Enter "Other" if your city is not mentioned and manually type the city name in "Other(City)"in the adjacent text field.
- 15. Public School Name: Enter "Other" and manually type your school name in "other (School)"in the adjacent text field.
- 16. After this page, you will have to fill and sign the media release form and have to choose some volunteer work for you to finish the registration process.
- 17. Payment: Select the option of Pay in Person in the system.
- 18. You will be asked to sign your Parent 1 name 2 times to complete the process.
- 19. Once completed a confirmation email from ITA will be sent to your registered email.

#### Returning Student Registration:

- 1. Go to www.catamilacademy.org
- 2. Top Right corner Click on Member Login
- 3. Click on the Student Registration and select Yes and click Continue



5. Complete the rest of the registration process.

# Part 2: Payment and filling the google form

#### **HOW TO PAY:**

4.

- 1. Please send 1 payment if you register more than 1 kid. Mention the Kids Full name in the Memo Field.
- 2. Zelle Payment to "tamilschool.parsippany@gmail.com" registered as NJ Thiruvalluvar Tamil Palli.

Thiruvalluvar Tamil Palli Hide

tamilschool.parsippany@gmail.com



- 2. **School Fees: \$175 per year per Kid-** includes the School Books
- 3. **Refundable Volunteer Deposit Fees:** \$50/Family This is refundable after 5 days of Volunteering at school. If more than 1 kid is registered you pay this fees only 1 time.
- 4. Total: \$225
- 5. Fees need to be paid before the 1st Day of School September 7th. Books will be given to those kids during the 1st day of School. If fees are pending during the 1st day books will not be given to the kids.
- 6. Evaluation Kids:

**During Registration if your kid is placed in evaluation please contact us at 9737979826** and we can discuss the further steps about the evaluation process. When your kid is placed in the appropriate grade then you can pay the fees.

#### Fees Payment Example:

- 1. If you are registering 1 kid- Your total will be \$175 + \$50 = \$225
- 2. If you are registering more than 2 kids then your total will be \$175+\$175+ \$50 = \$400.

**GOOGLE FORM:** COMPLETE THE BELOW GOOGLE FORM CHECKLIST

REGISTRATION CHECKLIST