

## **This is your Co-op Registration check list...**

### **2011-12 Registration Dates**

**Existing APS Families must register: June 1-15 [only]**

**New APS Families may also register: Aug. 27-31**

Please commit to the registration period of June 1-15. The **August 27-31 registration period is ONLY for new families** enrolling in APS at the last minute.

It is important for our instructors to know if they have met the minimum requirement to hold a class in June as they will be working very hard throughout the summer to prepare for the class. If the class minimum is not met in June, then the class will be cancelled. Please do not wait.

You must return all items listed below to complete the registration process. All items are found on the APS website. ([www.aps4me.com](http://www.aps4me.com))

- 1. The Co-Op Guidelines Signature section**
- 2. A completed Parental Consent Form** (Downloaded from the website under Forms)
- 3. A completed Family Registration Form**
- 4. Standards of Behavior and Dress Form**
- 5. The registration fee of \$20 per family –Make payable to CASH**
- 6. A completed Course Registration Form for each course in which you would like to enroll your student(s). Please complete **separate forms** for **separate students** and pay with **separate checks**.**
- 7. The course fee payment as indicated on the Course Registration form. Make payable to the specific instructor.**
- 8. The Materials/Administration fee as indicated on the Course Registration form. Make payable to CASH.**
- 9. The Co-op fee as indicated on the Course Registration form. Make payable to CASH.**
- 10. Two SASE's per student enrolled in Co-op.**

Please note:

We understand (and we're sorry) that you may need **many checks** to complete the registration process, but it is important that you **do not combine any fees**. However, you may combine the same fee for more than one student if you are enrolling them in the **SAME** course.

When in doubt – please write separate checks.