

New Family Mid- Summer Registration Procedures - July 15- 24

**** New Family Registration closes on July 24, 2020.**

- On the BTM website:
 - Thoroughly read the 2020-2021 Registration Dates and Procedures
 - Review the Covid Fall 2020 plan and realize that there may be unforeseen changes
 - Review the class schedule to see what classes are still available
 - Review the Class Descriptions, paying attention to any prerequisites or assessments that are required.
- After reading the details of the above 4 documents:
 - Send an email to BTMleadershipteam@gmail.com to request specific classes. If the classes are still available, (but, availability changes based on new requests and response offers given, but the Class Schedule is not updated until the new registration is completely finished- thus shifting availability occurs), the registration team will make class offers and provide the address of where the forms and fees need to be turned in.
 - Next complete the following steps:
 - To be considered for enrollment, all fees and all 6 Administration forms must be completed and turned in together. **No electronic copies will be accepted.**
 - Forms can be found at [Bridge Tutorial Ministries](#) website, under Information for Parents, “Administrative Forms”
 - Once BTM has offered the classes, families will have the next 4 days to complete the registration process which includes:
 - Payment of the non-refundable registration fee, (all fees can be found on page 3 of the Registration Dates and Procedures)
 - Payment of the non-refundable facility fee
 - Payment of the non refundable Student Center Supervisory fee
 - Commitment to (2) Designated Parent and 1 Alternate Designated Parent shifts via the supplied Sign Up Genius link, and record dates on the DP Sign Up Dates Google form
 - Officially register your student on Coursestorm. The link will be provided in the class offer email.
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***If a family does not respond within the 4 days by completing the above outlined registration process in its entirety, their classes will be void without follow up from the Registration Team.