



## HERITAGE INSTRUCTIONAL SERVICES

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Dear Parents of Prospective Students,

Thank you for considering Heritage Instructional Services (HIS)! We are happy to work with you to determine if HIS tutorial is right for your family. We encourage you to begin the application process in the spring to allow you, your student, and our staff the best possible opportunity to explore Heritage together and make sure that it meets your family's needs.

The application process is as follows:

**Step 1:** Attend our Virtual Open House on Monday, February 8th at 7:00 pm. You may also wish to schedule a private school tour on March 4th or 5th. This will be an opportunity to see our facility, meet some of our staff in person, and ask your questions. ([Sign up here.](#))

**Step 2:** Complete your Application for Enrollment and submit your New Family Application Fee of \$150. (Contact us for the Application link.)

**Step 3:** Schedule a family interview with the HIS leadership team. This includes a language arts and math assessment for your prospective student(s).

**Step 4:** If invited by HIS leadership team, complete online enrollment. This requires a non-refundable registration fee of \$160 per full-time student, or a maximum of \$250 per family. Enrollment opens to new families on April 1st and is first come, first served. Enrollment closes for a given class when all spaces in that class have been filled.

**Step 5:** Create your account and choose your preferred payment plan with FACTS Management.

We look forward to the opportunity to work with you and your family. If you have any questions feel free to contact Cara Wilcox at 240-506-7940.

Sincerely,

Heritage Administrative Team