

# 2023–2024

## Next Steps to Complete Enrollment

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The deadline to accept your child's seat and pay your enrollment deposit is  
**Friday, March 24, 2023 by 12:00 PM PT.**

On the following pages, there are three steps to accepting your child's seat at BASIS Independent Silicon Valley. You must accept your child's seat in the application portal, pay the \$2,750 non-refundable deposit, and sign the binding Enrollment Agreement via DocuSign.

STEP 1

**Accept your child's seat in the application portal**

STEP 2

**Pay the \$2,750 non-refundable deposit**

STEP 3

**Sign the binding Enrollment Agreement via DocuSign**

**Enrollment will not be finalized until you complete all steps.**

**We look forward to welcoming your family to the BASIS Independent Silicon Valley Community!  
Congratulations!**

*Please note that the Enrollment Agreement includes an obligation for the full year's tuition and cannot be cancelled after signature. You may read about our Tuition Refund Plan (TRP), outlined in the Enrollment Agreement, for instances where a partial refund may be available.*

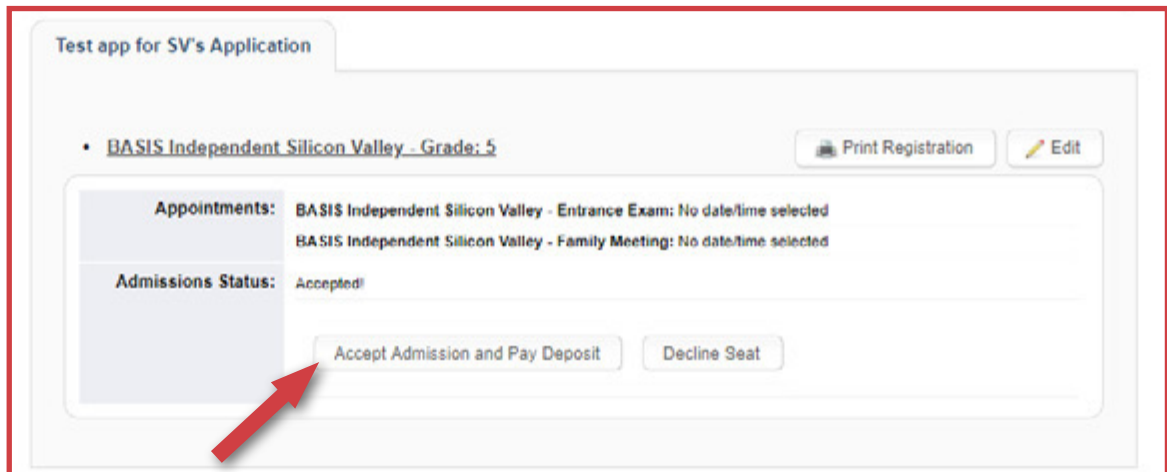
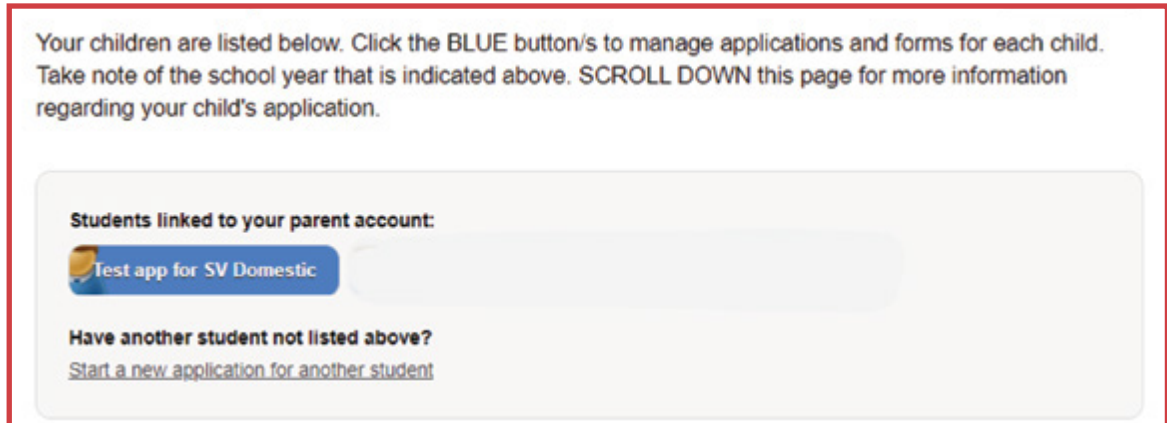
*Education redefined.*



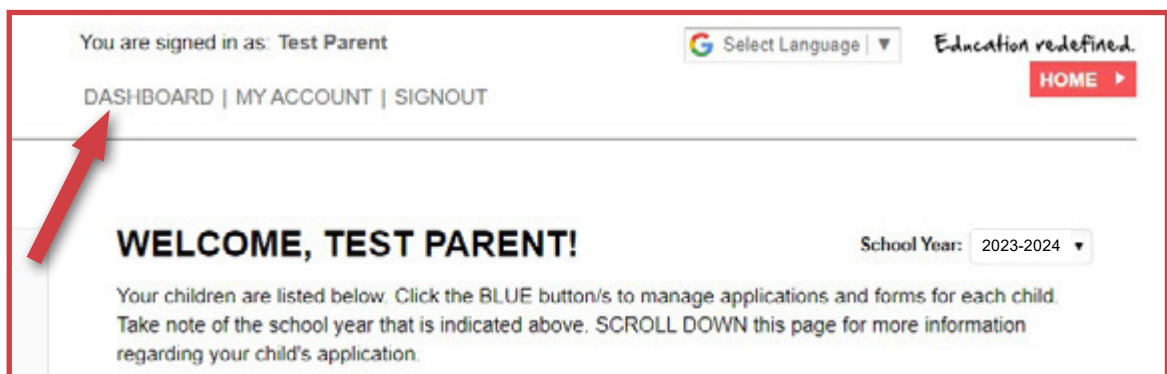
# Next Steps to Complete Enrollment

## STEP 1 Accept or Decline Your Child’s Seat in the Application Portal

- A. Sign in to your application portal at <https://apply.BASISindependentSiliconValley.com/> (using your established username and password).
- B. Once logged in to your child’s application you should see your child’s acceptance status and a button for **“Accept Admission and Pay Deposit.”**



- C. If you do not see the above screen, please see the screen shot below. Click on **“Dashboard”** in the upper left-hand corner of the screen to see your child’s dashboard.



# Next Steps to Complete Enrollment

## STEP 2 Accept Admission Offer and Pay Enrollment Deposit

On the dashboard, below your child’s name and below **“Appointments”** you should see the words, **“Admissions Status: Accepted.”** To enroll your child, click on the button, **“Accept Admission and Pay Deposit.”** Then, enter your e-Check or credit card information and click **“Accept Admissions and Pay Deposit.”** There is a 2.85% processing fee for credit card payments.

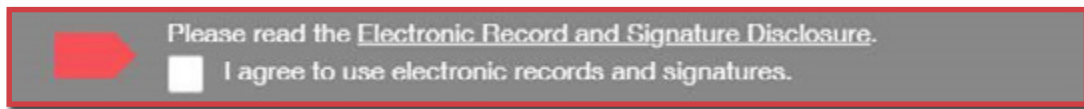
**Note:** please turn off any pop-up blocker software you have activated. You will not be able to process your payment if you are unable to accept the pop up confirmation of payment.

Click **“OK”** in the pop-up box confirming that you would like to accept admission. This does NOT confirm your student’s seat. You will still need to complete the Enrollment Agreement.

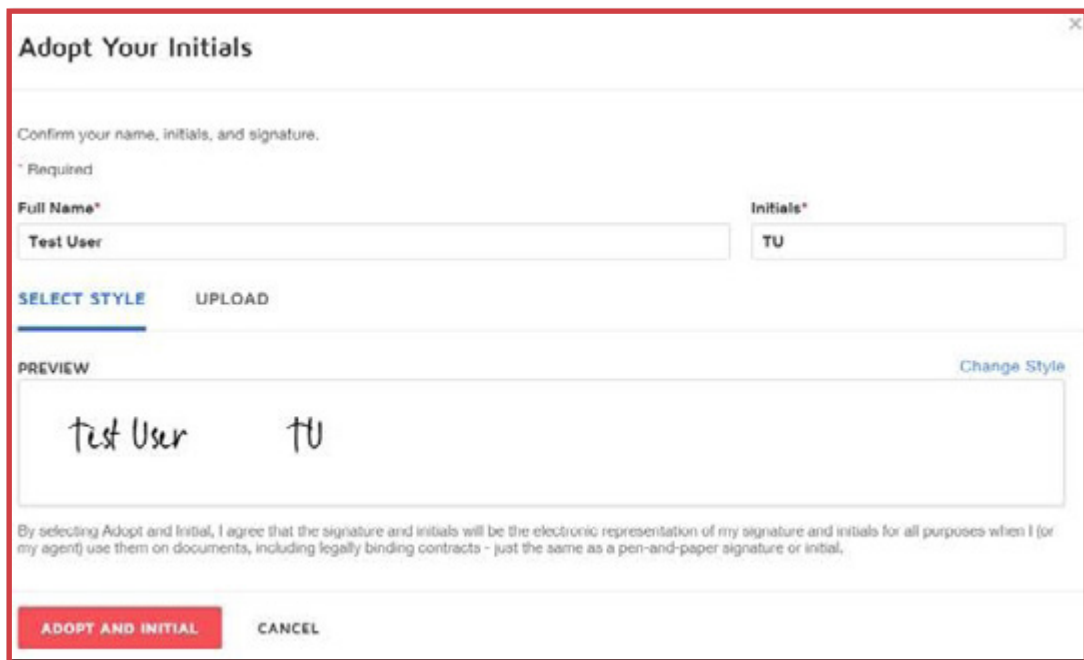
# Next Steps to Complete Enrollment

## STEP 3 Select Tuition Payment Plan & Electronically Sign Your Enrollment Agreement

- A. All parent/guardian emails listed on your child’s application will receive a separate email from DocuSign with the Enrollment Agreement. The subject of the email will be “BASIS Independent Silicon Valley 2023–24 Enrollment Agreement”.
- B. All parents/guardians must independently access this email and the Enrollment Agreement, and all parents/guardians must sign independently (if applicable).
- C. Click the red button to review the document. A web browser will open with your child’s Enrollment Agreement. If this is the first time you are accessing DocuSign, there will be a checkbox to acknowledge the use of electronic records and signatures. After checking the box, click **“Continue”** on the right side.



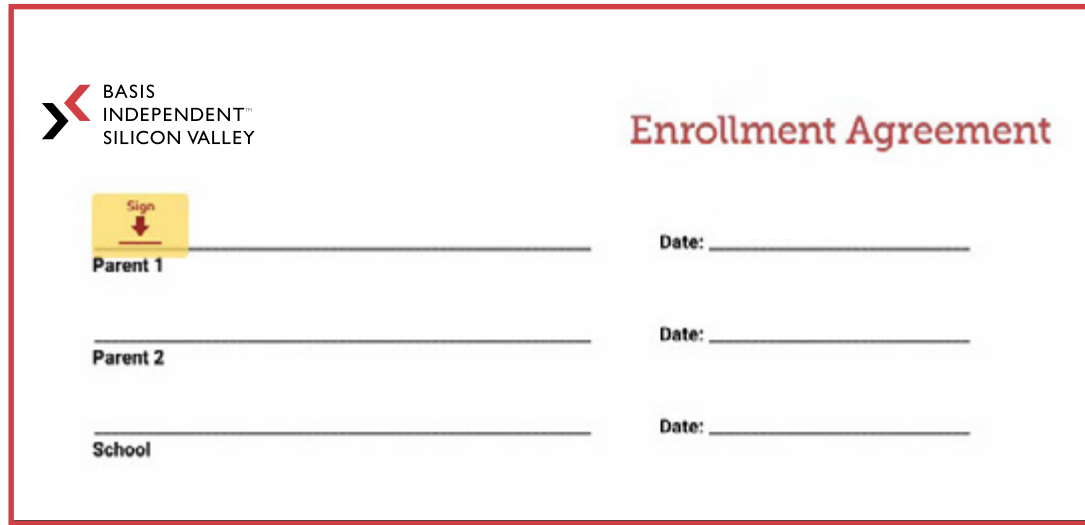
- D. Read the Enrollment Agreement and provide your initials in the yellow boxes indicating initial required. The first initial box will ask you to adopt your digital signature. After adopting your initial, you can click through the initial boxes and your digital initials will populate.



**STEP 3 CONTINUED ON NEXT PAGE**

## Next Steps to Complete Enrollment

- E. Provide your full signature on page 5.



The screenshot shows the 'Enrollment Agreement' form. On the left is the BASIS INDEPENDENT SILICON VALLEY logo. On the right is the title 'Enrollment Agreement'. Below the logo is a yellow 'Sign' button with a downward arrow. There are three rows of signature lines: 'Parent 1', 'Parent 2', and 'School'. To the right of each signature line is a 'Date:' field with a horizontal line for the date.

- F. On page 8, the primary parent/guardian listed on your child's application will select your Tuition Payment Plan. Please reference the Payment Plan Details, and TRP FAQ documents provided in the acceptance notification from BASIS Independent Silicon Valley.

**NOTE:** As stated on page 8 in your Enrollment Agreement, payment plan selection can be changed until 12:00 AM EST on April 15, 2023 through the BASIS Independent Payment Portal (BIPP). Any changes requested after midnight on April 15, 2023, regardless of enrollment date, will incur a \$650.00 change fee, which will be applied in BIPP when selecting your new Payment Plan.

- G. At the bottom of the Enrollment Agreement, click the red button to finish.
- H. After both parents/guardians (if applicable) have signed the Enrollment Agreement, your document will be sent to the school for counter-signature. You will receive an email notifying you that the document is complete and you will be able to download a fully executed copy for your records.

**Please be advised that if we do not receive your executed Enrollment Agreement and Enrollment Deposit by Friday, March 24, 2023 by 12:00 PM PT, we will assume that you have declined your acceptance.**

**If you have any questions about the enrollment process, please contact us at (408) 291-0907 or [sv.admissions@basisindependent.com](mailto:sv.admissions@basisindependent.com).**