



2026–2027

Next Steps to Complete Enrollment

The deadline to pay your enrollment deposit and sign your child's enrollment agreement is

PreK: Thursday, March 5, 2026 at 12:00 PM ET

Kindergarten: Thursday, February 12, 2026 at 12:00 PM ET

Grades 1–8: Friday, February 27, 2026 at 12:00 PM ET

Grades 9–10: Thursday, March 12, 2026 at 12:00 PM ET

On the following pages, there are two steps to accepting your child's seat at BASIS Independent Brooklyn. You must sign the binding Enrollment Agreement and pay the \$5,000 non-refundable deposit via DocuSign.

STEP 1

SIGN THE BINDING ENROLLMENT AGREEMENT

STEP 2

PAY THE \$5,000 NON-REFUNDABLE DEPOSIT

Enrollment will not be finalized until you complete both steps.

We look forward to welcoming your family to the BASIS Independent Brooklyn 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.

Next Steps to Complete Enrollment

STEP 1 SIGN THE BINDING 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 Brooklyn 2026-27 Enrollment Agreement".

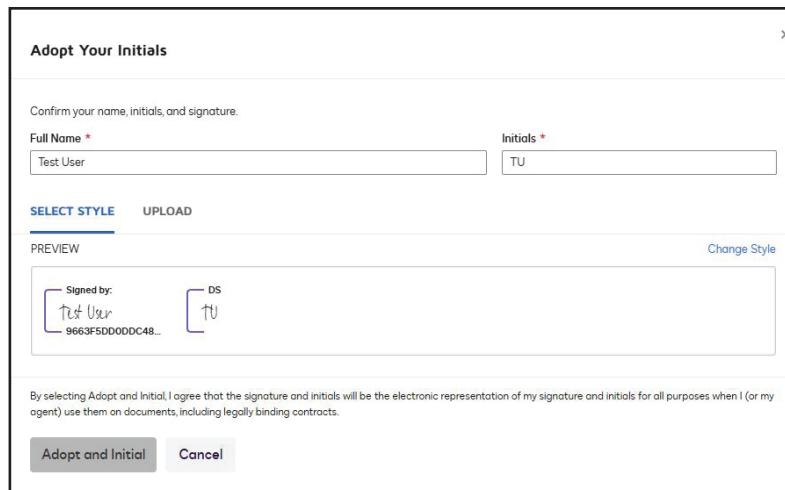
B | All parents/guardians must independently access this email and the Enrollment Agreement, and all parents/guardians must sign independently (if applicable).

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.

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures. *

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.



E | Provide your full signature on page 5.

F | On page 8, the primary parent/guardian (Parent 1) listed on your child's application will select your Tuition Payment Plan.

NOTE: As stated on page 8 in your Enrollment Agreement, payment plan selection can be changed until 12:00 AM EST on April 15, 2026 through the BASIS Independent Payment Portal (BIPP). Any changes requested after midnight on April 15, 2026, 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, select Finish.

Next Steps to Complete Enrollment

STEP 2 PAY THE \$5,000 NON-REFUNDABLE DEPOSIT

A | After selecting your desired Tuition Payment Plan, Parent 1 will select Finish at the bottom of the Enrollment Agreement to be prompted to pay the non-refundable deposit.

Payment Plan Selection for 2026-27 school year: Please use the drop-down box below to indicate your payment plan selection for the 2026-27 school year:

✓ -- select --

Payment Plan A (1 Payment)

Payment Plan A (1 Payment) - with TRP

Payment Plan B (2 Payments)

Payment Plan C (10 Payments)

on above can be changed until midnight on April 15, 2026 (BIPP). Any Payment Plan changes requested after this date, will incur a \$650.00 change fee, which will be applied. Additionally, families on Payment Plan A-No TRP after April 15, 2026.

Parents confirm their acknowledgment and understanding of the Payment Plan change fee, and choice of Payment Plan above by their initials below:

Parent/Guardian 1: Click Finish below to pay the non-refundable enrollment deposit. Once the deposit is paid, and contract signed by all applicable parties, your enrollment will be complete.



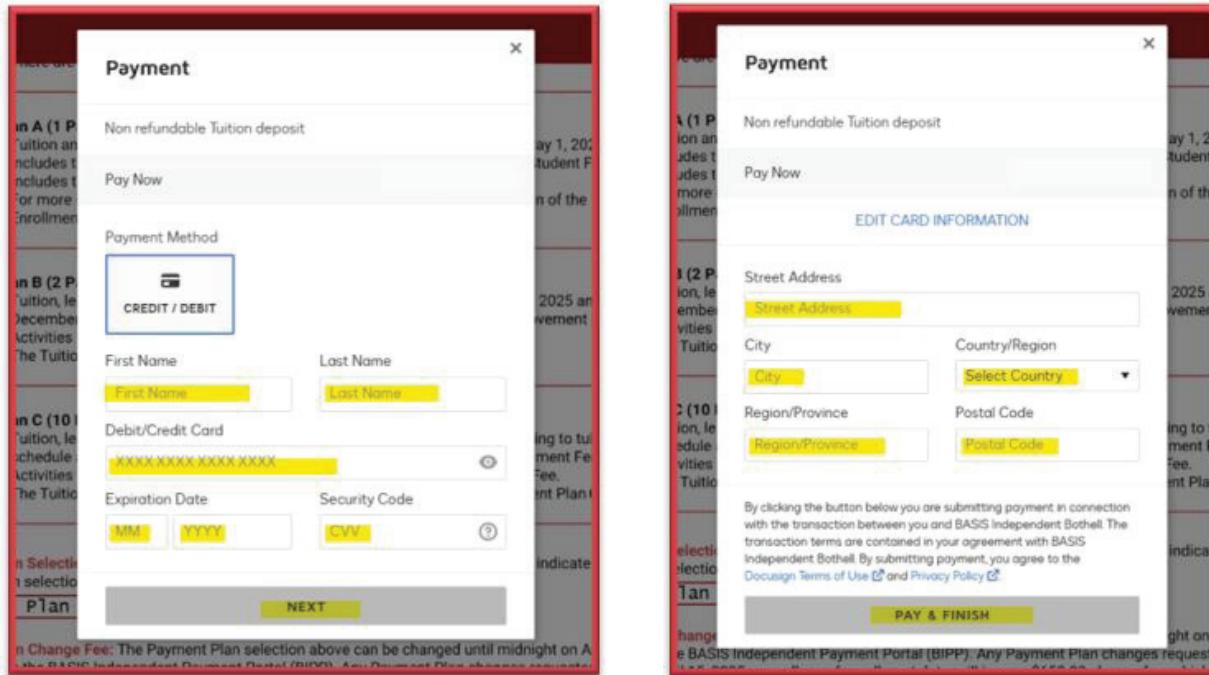
Parent 1 Initials

Parent 2 Initials

DIRECTIONS CONTINUE ON NEXT PAGE

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B | Parent 1 will then input the required credit card or ACH information and click Next. Then input the corresponding address information and click Pay and Finish.



The image shows two side-by-side screenshots of the BASIS Independent Payment Portal (BIPP) interface. Both screenshots are titled 'Payment'.

Screenshot 1 (Left): Payment Method

- Non refundable Tuition deposit
- Pay Now
- Payment Method: CREDIT / DEBIT
- First Name: [Redacted]
Last Name: [Redacted]
- Debit/Credit Card: [Redacted]
- Expiration Date: [Redacted]
Security Code: [Redacted]
- NEXT**

Screenshot 2 (Right): Payment

- Non refundable Tuition deposit
- Pay Now
- EDIT CARD INFORMATION
- Street Address: [Redacted]
- City: [Redacted]
- Region/Province: [Redacted]
- Country/Region: Select Country
- Postal Code: [Redacted]
- By clicking the button below you are submitting payment in connection with the transaction between you and BASIS Independent Bothell. The transaction terms are contained in your agreement with BASIS Independent Bothell. By submitting payment, you agree to the [Document Terms of Use](#) and [Privacy Policy](#).
- PAY & FINISH**

C | No other steps are required for Parent 1.

D | **Reminder**, all parents/guardians must sign the Enrollment Agreement independently (if applicable). If a Parent 2 is listed on your child's application, you must ensure they sign the contract to complete enrollment.

E | After both parents/guardians (if applicable) have signed, 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 deposit by the deadline, we will assume you have declined your acceptance.

If you have any questions about the enrollment process, please contact us at (929) 432-1700 for the Lower School or (917) 473-1615 for the Upper School or email at: brooklyn-admissions@basisindependent.com