

STEPS FOR THE RE-ENROLLMENT PROCESS

1 **DIGITALLY ACCEPT THE ACKNOWLEDGEMENT OF RECEIPT, EVEN IF YOU ARE NOT RE-ENROLLING YOUR CHILD.** Only one of the child's parents or their legal guardian can accept the acknowledgement (legal guardians must prove custody through an official document).

2 To start the process, open the school website (www.eton.edu.mx) and **click on the Eton Online link** in the menu located in the top right corner of the page (once there, log in with your username and password).

Note: We recommend you have ready **scans of the parents' or legal guardian's IDs** before starting the process, as you will need to update them if the ones in the system are no longer valid.

3 **Access the “Enrollment/Re-enrollment” process. THIS OPTION WILL ONLY BE AVAILABLE IF YOU DIGITALLY ACCEPT THE ACKNOWLEDGEMENT OF RECEIPT AND ARE UP TO DATE WITH YOUR TUITION PAYMENTS.**

4 **Select the students you wish to re-enroll.**

5 **Review and accept:**

Appendix 1. General Information, 2026-2027 School Year Fees, 2026-2027 School Year Payment Policies, and 2026-2027 School Year Policies

Appendix 2. ETON, S.C. Privacy Notice

Appendix 3. Parent Profile

Appendix 4. Section Policies and Procedures (Early Childhood, Elementary, and Middle & High School)

Appendix 5. Arrival and Dismissal Guidelines

Appendix 6. Consent for the Use of Images and Video

Appendix 7. Commitment Letter for the Use of iPads® at Eton School Mexico (only for Grades 7, 8, and 9)

Appendix 9. Trust Fund Information

Appendix 10. Asociación de Becas Eton, A.C. Privacy Notice

Appendix 11. Informed Medical Consent and Waiver for Providing Urgent Care at School

6 **Review and update your family and child's information.**

7 **Select your desired method of payment.**

8 Access your email, open the message from **DocuSign**, and follow the instructions **to review and digitally sign the educational services contract and its appendices for each of the students you are re-enrolling (only a parent or legal guardian may sign).**

The platform will send the documents to the emails you register in Eton Online; however, only the parent(s) or legal guardian(s) registered as the person(s) in charge of making school payments (or economic support provider(s)) can sign them. Parents or legal guardians that were not registered as economic support providers will receive the documents for reference only. If both parents are registered as economic support providers, both of them will need to sign.

9 After digitally signing the documents, **go back to the Enrollment/Re-enrollment section of Eton Online or visit the school cashier to pay the fees listed below. These fees will not be automatically charged to your family's monthly payment form the way tuition is.**

- Trust Fund fee
- Re-enrollment fees

If you need an invoice, you must provide your tax information. Please note that once we issue invoices, they cannot be changed.

IMPORTANT: We only consider a student enrolled when all necessary signatures are recorded in DocuSign and all corresponding payments are made.

If you do not manually pay either in Eton Online or at the cashier, your child will not be re-enrolled.