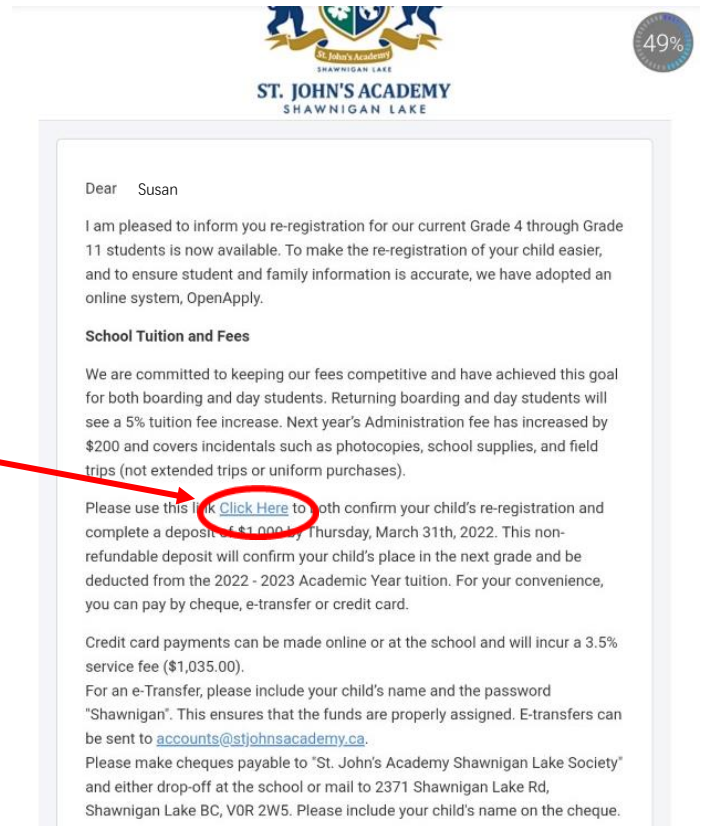
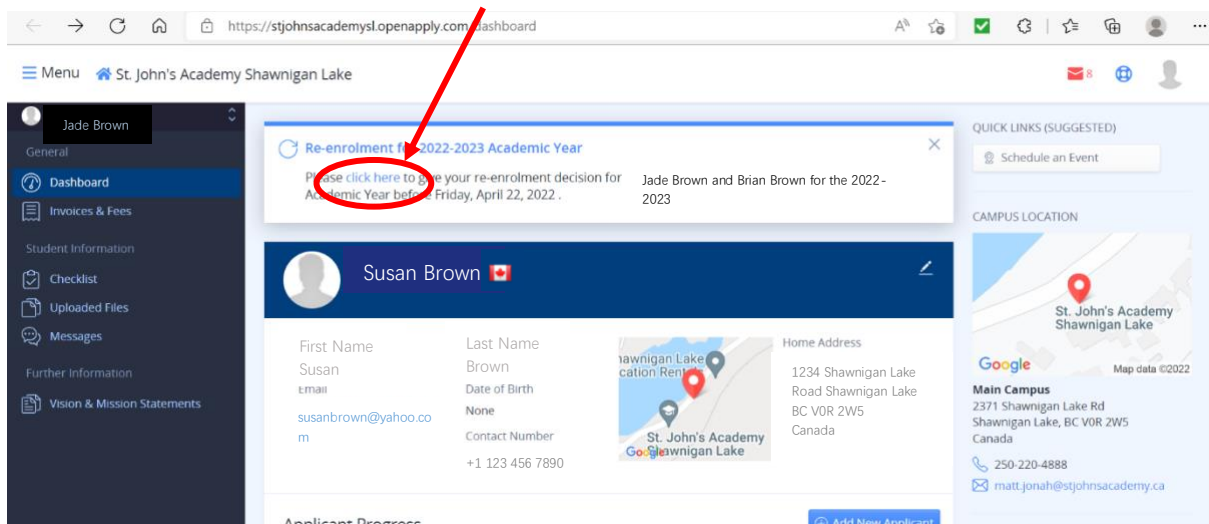


# Instructions of Re-Enrollment Process in OpenApply

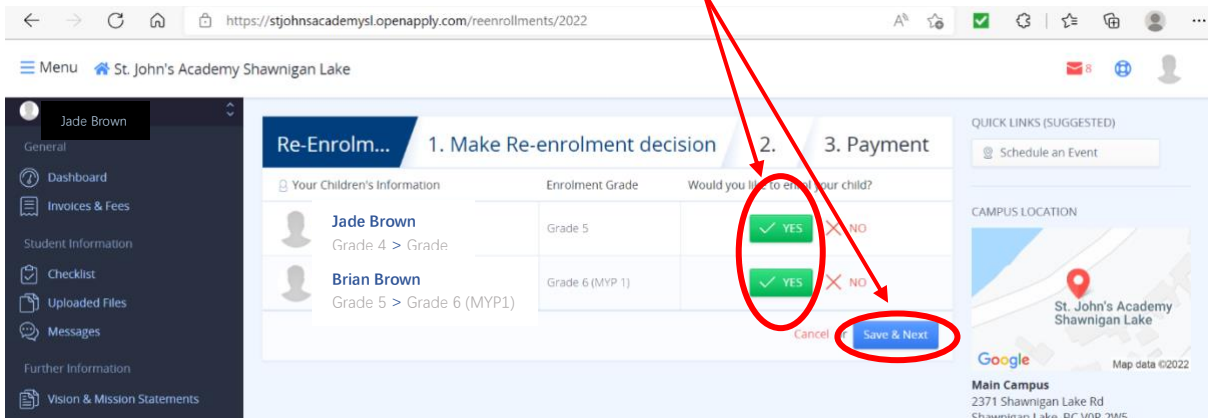
1. Click on the link provided in the **email** for re-enrollment:



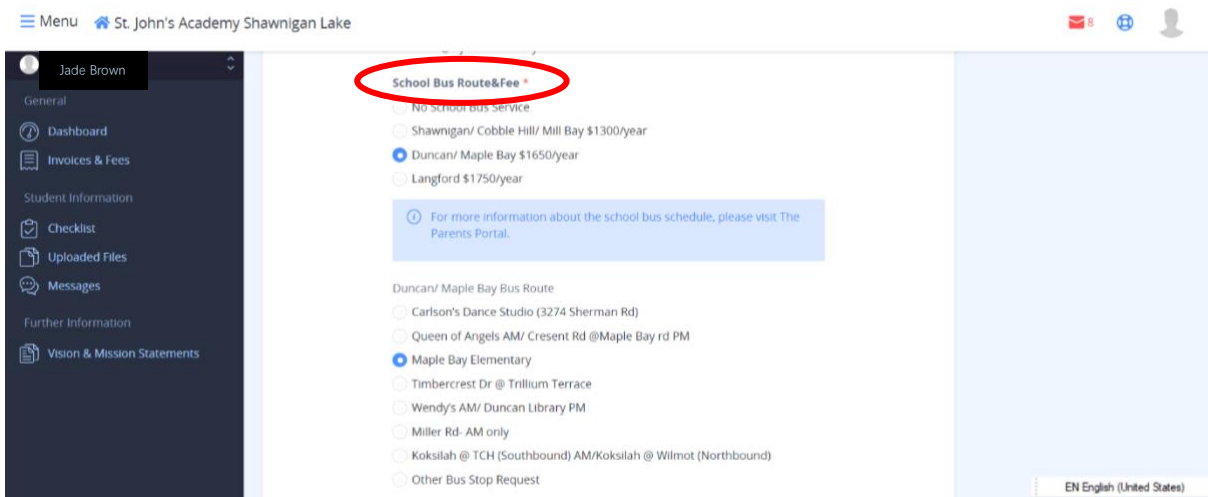
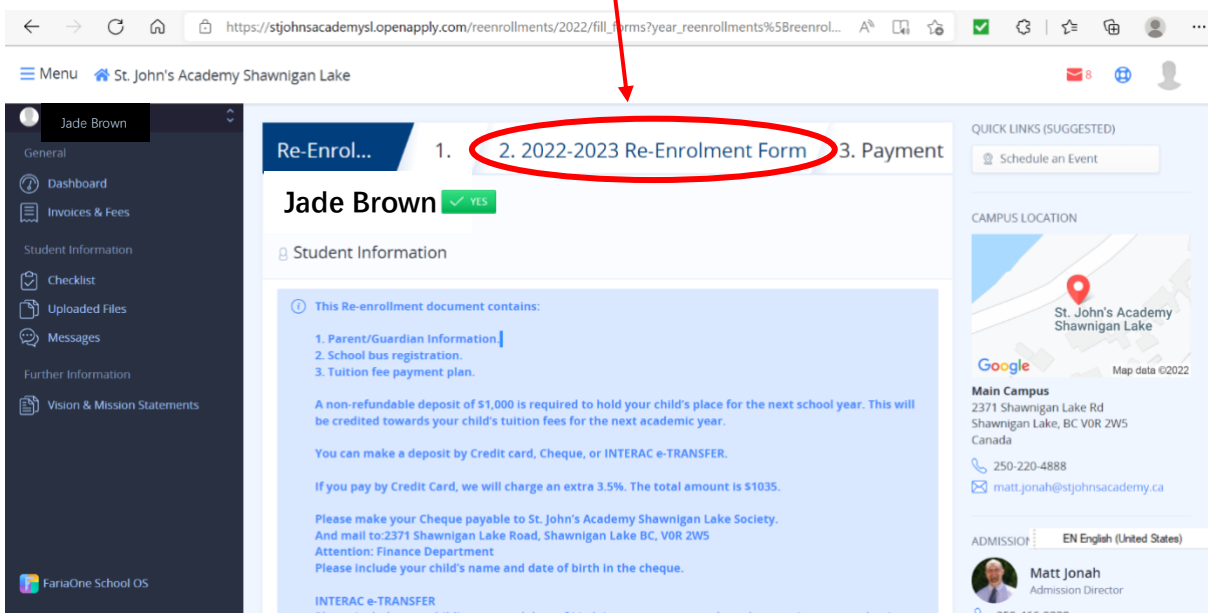
2. Click on the link shown in the **OpenApply** page:

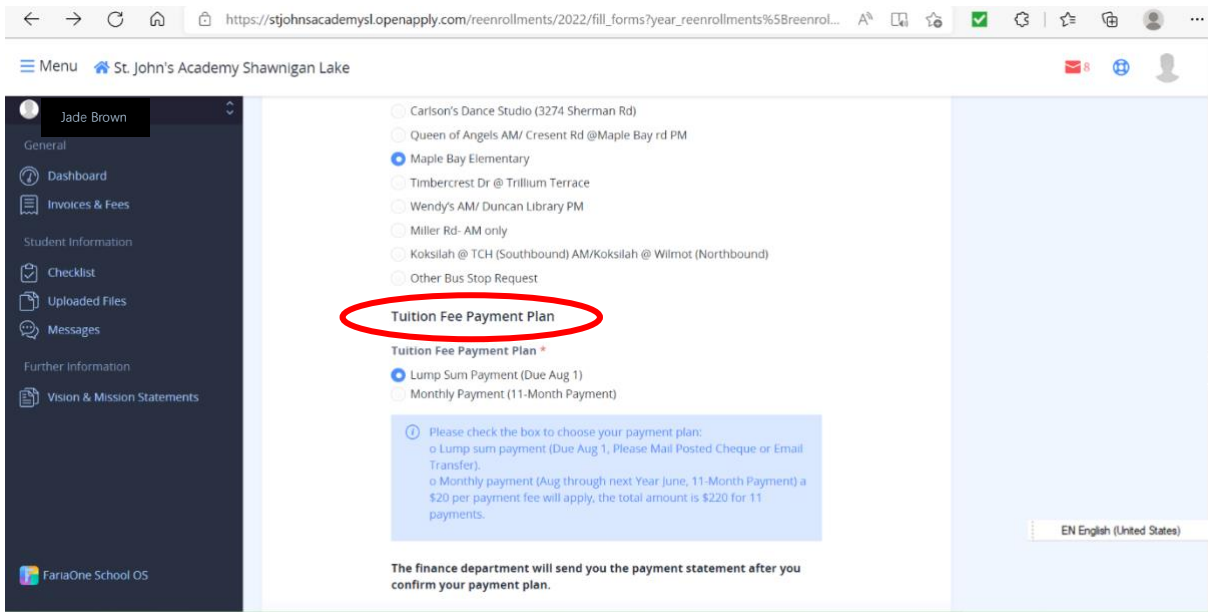


3. Confirm to enroll your child(ren) and click "Save & Next":

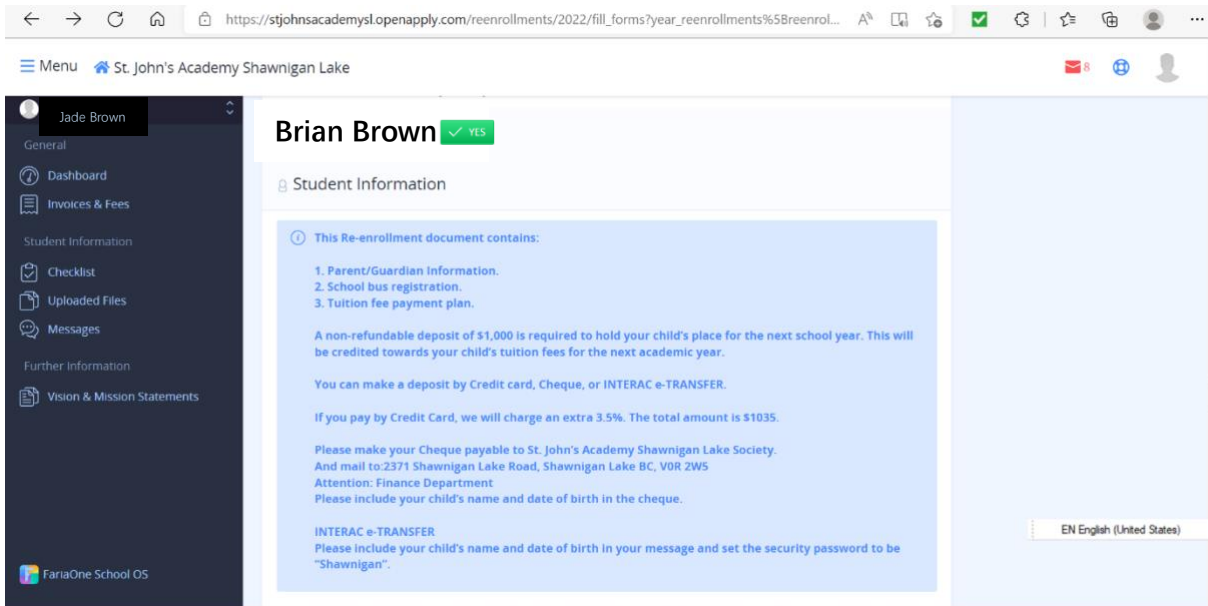


4. For each child, please fill up the Re-Enrolment Form which requires the contact information, school bus option (if needed) and tuition fee payment plan:

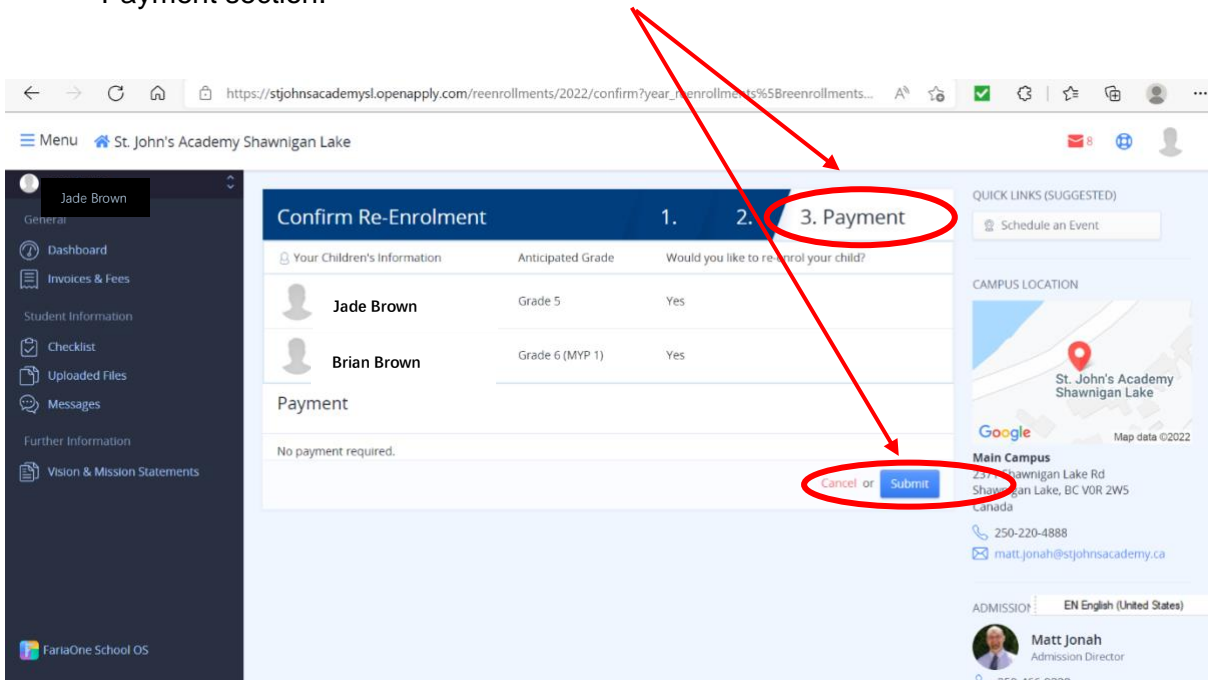




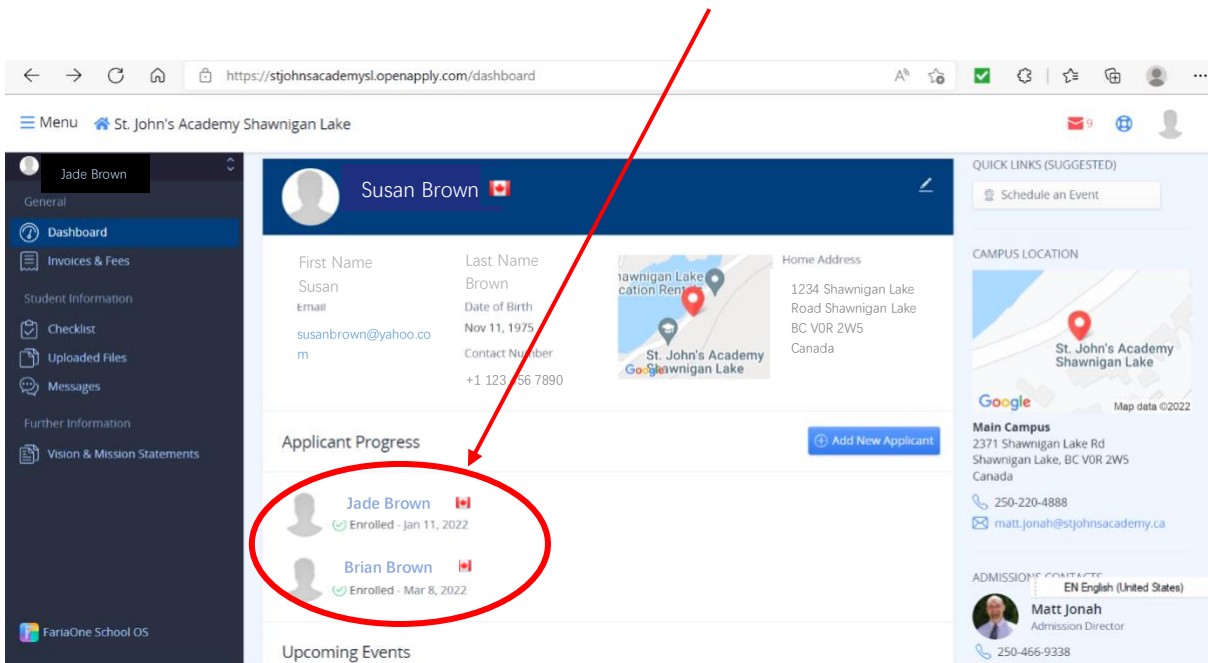
5. Please **keep scrolling down** to finish (an)other child(ren)'s information (if any). If it jumps to the Payment section by accident, please go back to this page (Re-Enrollment Form) to finish this section:



6. Finally, please finish the **Payment** process by clicking on “Submit” under the Payment section:



7. You can check your enrollment status in the **Dashboard** page:



8. You will soon receive an email from us to confirm the re-enrollment process is complete:



Dear Susan Brown,

Thank you for confirming Brian and Jade's re-registration for the 2022 - 2023 Academic Year.

Your contact details have been updated as of April 14, 2022.

The finance manager will send you a receipt and statement in early April.

Please email [matt.jonah@stjohnsacademy.ca](mailto:matt.jonah@stjohnsacademy.ca) or call 250-220-4888 if you have any questions or queries.

Sincerely,  
Admissions Office at St. John's Academy Shawnigan Lake  
Matt Jonah