



WISE Academy NEW STUDENT Registration Instructions

Please read all instructions carefully before beginning the registration process.

1. Go to <https://www.wise.sunwebapp.com>
2. Click on “**Create An Account.**”
3. Complete Registration page, review Terms And Conditions, select **checkbox** and click **Next.**
 - Be sure to check that the grade you want to register your child(ren) in is available in the dropdown menu.
 - **DO NOT** select the wrong grade as the registration will be deactivated.
 - If you make a payment after selecting the wrong grade, your payment will be refunded via check in the next few weeks, minus a processing fee of at least \$25.
 - If you are unable to get into the grade your child needs, you can e-mail the admin team at admin@thewiseacademy.org to be added to our waitlist. If a seat becomes available, we will e-mail you to notify you in the coming weeks.
4. Enter your child’s information and click on “**Register.**”
5. You will be redirected to the Family Portal page.
7. On the left hand side of the page, click on “**Fees.**”
8. Click **Pay by PayPal.** All payments must go through PayPal, even if paying with a credit card.
 - *School tuition:* \$500 for the first child, and \$475 for every subsequent child.
 - Discount is auto calculated at time of payment
 - Tuition includes: registration cost, your child’s islamic education, textbooks, weekly snack, student supplies, and special events
9. Click **Yes to Continue to Paypal Site** and follow subsequent steps and complete payment.

You will receive a confirmation email with student registration and receipt of payment.

If there are any issues with your registration, you will be contacted by the WISE Admin Team to resolve within a few days of receiving the registration. We appreciate your patience and understanding in this process.

JazakAllah khair for registering your child(ren) for the upcoming school year!