

## Step by Step Re-Enrollment Guide for Parents

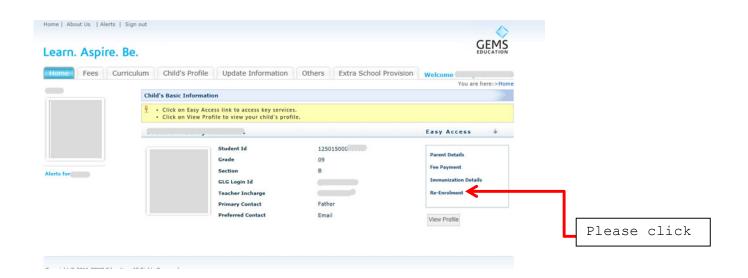
You must complete this process before you can make a payment at the Accounts Department or make payment online. Your child is not re-enrolled until you have paid the 5% deposit

**Step 1:** Go to  $\underline{\text{https://oasis.gemseducation.com/General/Home.aspx}}$  and sign in using your GEMS OASIS username and password.



Step 2: Once you have accessed OASIS please, click on "Re-Enrollments" located in the "Easy Access Menu". Please note, you will not be able to do this step if you have not updated the "Parents Details section". If this is the case, please update accordingly.

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**Step 3:** Follow the directions on screen to complete the first part of reenrolment. Payment either online or at the accounts department will complete reenrolment which will guarantee your child's place for the next academic year.

