



Enrollment Contract Signing Instructions

For the 2021-2022 school year the signing of the enrollment contract will be digital. These are the steps to be followed:

- 1** The enrollment contract of your children will be sent via email to the person responsible of payments that has been registered previously.
- 2** Click on “review and sign”.
- 3** Please make sure that you answer the following questions before you sign the document:
 - a)** Page #1 – Select the desired bus service: complete, half or no service.
 - b)** Page #2 – Authorize personal data treatment. Answer yes or no.
 - c)** Page #3 – Authorize the use of your child’s image and voice. Answer yes or no.
- 4** Once you have answered all the questions above, you must go to the end of the document and sign-in the space “responsible for costs”:
 - a)** Click on the signature field. An emergent window will open.
 - b)** Write your complete first and last name with the keyboard on the device you are using in the section “Name” at the top part of the emergent window.
 - c)** Click on “apply”.
 - d)** Click to sign.
- 5** The father or mother of the student must sign in the corresponding field on the document. It is necessary that both parents sign the document according to instructions in step 4. Furthermore, if the person responsible for payments is the father or mother they must sign twice.
- 6** Afterwards, the document will be sent to the father, mother or person that has custody. The person must sign following instructions on step 4.
- 7** Finally, the enrollment contract will be signed by the Schools Legal Representative.
- 8** After the process is complete all the people that have signed will receive a copy of the document for their records.

The above process must be completed for each of your children at least two (2) days prior to finalizing the enrollment Process.

If you have any questions please email cbmatriculas@colegiobolivar.edu.co or open the Support Chat at the Matriculas hub.

#ComunidadBolívarUnida