



HOW TO...

DROP A CLASS

1

LOGIN TO THE PARENT PORTAL

Visit <http://register.ourtribeathletics.com> and click on MY ACCOUNT

***PLEASE NOTE: If you'd like to TRANSFER to a different class, do NOT drop the enrollment - click "Transfer Enrollment".

2

SELECT ENROLLMENTS (UNDER STUDENT)

You will see a list of all students, find the student for the drop you'd like to create and click on "Enrollments"

3

CLICK DROP ENROLLMENT

Find the class you'd like to drop for the correct student, and click "Drop Enrollment." Please note - DROP REQUESTS done after the last day of the month WILL be charged for tuition for the following month. You MUST drop before the 1st of the month or your enrollment will remain active.

4

SELECT A DROP DATE

Select any future drop date and click "Yes, Please Drop"
We will process your request and you're all set

5

EXTRA INFO

- It is YOUR responsibility to drop a class when you no longer want to be enrolled. NO REFUNDS will be given for non-drops.
- Drop dates can be set to any time in the future. If you drop after the last day of the month, you will be charged for the COMPLETE next month. Months are not prorated when an entire month is not completed.
- The Tribe office will NOT drop your enrollment - you MUST do it from the Parent Portal.