

DIRECTIONS FOR FILLING OUT FACTS ENROLLMENT INFORMATION

1. If this is the first time you are enrolling a child at I.C. School, you will first click on the link (The link is found on our website icschool-celina.org in the registration tab, which is found under "Info.") and create a customer account, then you will use that account to do enrollment and to do a financial aid application, if you wish to do so (if your child(ren) are in grades K-6). *(For 2017-18, ALL families will be new in the FACTS system, so you will need to follow directions as though you are new.)*
2. Once you are in the system, you can click on "Set Up a Payment Plan."
3. You will see a "Customer Form" and a "Student Form." You will need to complete both of these, with a different form for each student coming to I.C. School.
4. When you click on the "Customer Form:"
 - A. You will choose the enrollment status that fits your family (my student(s) are new to the school, my student(s) are returning to the school, or I have a combination of a new and a returning student.)
 - B. Information such as your name and address should automatically be generated.
 - C. You will need to put in information such as the public school district you live in, your relationship to the child(ren), phone numbers, email addresses, your occupation, etc.
 - D. You will have an opportunity to add another parent or guardian IN THE SAME HOUSEHOLD. ****If the other parent is in a different household, and you will both be paying tuition, you will each set up your own payment plan with FACTS.** If you are working out tuition on your own and one parent is responsible for paying it, that parent should set up the account. We will collect the contact information on the other parent at some point via a school form (in order for them to receive emails, etc.).
 - E. You will be asked to list 2 emergency contacts whom we can call if your child(ren) become(s) ill at school.
 - F. You will need to read and agree to the agreement
5. When you click on "Student Form:"
 - A. Some information will automatically generate from you listing the student.
 - B. You will need to input some information such as birth date, birth place, gender, ethnicity, primary language, religious affiliation, baptism information (if applicable), any medical conditions or allergies or medications (If there are none, you will need to type in "none" or "N/A"), and the school previously attended, if the student is new.
 - C. There 4 "releases" you are asked to consent to (or not) - a school directory release, a photo/video consent, a walking field trip consent, and a medical release. (Please note -- we will also ask you to fill an emergency medical form at the beginning of the school year.)

6. Once you have completed these forms, you will be asked to choose a payment plan for tuition.* You are simply choosing whether you want to pay it in 1 payment (default due in August), 2 payments (default will be in August and January), 10 payments (August - May), or 12 payments (June - May). You will be asked to make a \$50 "immediate payment" per child. This payment will cover the FACTS fees and be a \$25 tuition deposit.

You will have the option to set up automatic payments from a bank account or use a credit card.** If neither of these options will work for you (or you truly prefer another option such as paying with cash or check at the school), simply stop at this point and contact FACTS at 1-866-441-4637 and ask them to allow you to set up with a different option. They will need to clear it with us at school, but it will be something we are willing to help you manage.*** (All credit card payments will have a 3% convenience fee added on.)

If you are applying for financial aid, grants will be applied to your account before any other payments are due. Financial aid is available for all students in grades K-6. There is no financial aid available for preschool. Directions for financial aid application are available as well.

* The payment plan you choose at the time of enrollment should be the one you THINK will work best for your family. It will be possible to change this at a later time, if it becomes necessary.

** You will also have the opportunity to choose which dates might work best for you - the 1st, 5th, 10th, 15th, 20th, and 25th are all options.

*** Payment plans may be edited when needed. If unusual circumstances occur during the year, please contact Mrs. Muhlenkamp for any needed variations in payment to avoid added late fees or bank charges on returned payments.