



Dear Parents:

Fellowship Christian School's administration and staff are already looking ahead and making plans for a great new school year! In order to determine the number of openings for new students, it is now time to re-enroll for the 2019-2020 school year. I have provided detailed instructions below to help make this process easy for you. Please note the following:

- Re-enrollment registration will be January 29th – midnight February 8th.
- A \$750 non-refundable deposit is required. Re-enrollment for kindergarten will be \$850 which includes the \$100 Gesell Developmental Assessment fee. This deposit pays your \$250 registration fee with the remaining \$500 credited to your January 2020 tuition payment. The \$250 fee will be waived for families that re-enroll by midnight February 8th.
- Please do not use an iPhone, iPad or other mobile device for enrollment.
- If enrolling after February 8th, contact the admissions office. Deposits and re-enrollment packets submitted after this date may not guarantee a position for your child and will require the \$250 registration fee.
- All **Kindergarten parents** should re-enroll their student for first-grade. Should it be determined that your student needs our Pre-first class, we will make that change at a later time.
- **Students re-enrolling for the 9th and 10th grades** have an opportunity to apply for the ARTISAN or STEM Track. Links to the applications will be included in the confirmation email for re-enrollment.

To begin the online re-enrollment process, access ParentsWeb through the existing login of either custodial parent residing at the student's primary address. If you do not have a log-in, please follow the instructions for creating a ParentsWeb login below. **Before you begin, you will need to disable any pop-up blockers on your computer.**

To create a ParentsWeb login:

- Go to www.fellowshipchristianschool.org.
- Click on the **Parents** tab <http://www.fellowshipchristianschool.org/parents> and then click on RenWeb.
- After the ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter into the Email field the **complete** primary email address as listed in RenWeb for either custodial parent residing at the student's address (ex: janedoe@gmail.com).
- Click the **Create Account** button.
- You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided or create a new username. Then type in your desired password into the Password field and Confirm field.
- Click on the **Save Username and/or Password** button.

To access Online Enrollment in ParentsWeb once login is created:

- Go to www.fellowshipchristianschool.org.
- Click on the **Parents** tab <http://www.fellowshipchristianschool.org/parents> and then click on **RenWeb**.
- Enter your ParentsWeb username and password.
- After logging in, click on the **Apply/Enroll** button on the left menu.
- Click on the **Enrollment/Re-enrollment** button.
- The Online Enrollment system will open with a link to the enrollment packet(s) for your student(s).

The online process should take approximately 15 minutes to complete. **Please review** all information carefully and update or add any required fields. If you need to stop, your information will be saved if you click **Save**.

During the online enrollment process you will be navigated to FACTS on the Tuition Information page. Follow the instructions to set up a FACTS agreement for tuition payment. Monthly tuition payments as well as one-time payments in full are required to be made through FACTS. Each family must establish a FACTS agreement for their 2019-2020 tuition obligation.

To set up a FACTS agreement for tuition payment:

FACTS Management Company is a national tuition payment processing organization used by many independent schools across the country. Fellowship Christian School has enjoyed a successful partnership with FACTS for several years and we use them exclusively to process all tuition payments.

- Sign in to FACTS using your existing Username and Password. To retrieve login credentials if necessary, click on **“Forgot Username/Password.”** From now on, when you sign in to ParentsWeb, you are automatically signed in to FACTS with access to tuition payment plans and incidental billing.
- Once you have signed in to the FACTS website, you will select **“Set up a Payment Plan”** and chose 2019-2020 School Year.”
- You will then be directed through a series of set-up screens and will be asked to provide the name and grade of **each** student re-enrolling as well as designate a bank account you wish to use for tuition payment.
- Once you have entered all the required information into the FACTS system, you will be asked to agree to FACTS’ terms and conditions and submit your information. This step must be done for your agreement to be completed.
- If you select 12 monthly payments for tuition, you will be assessed a one-time agreement fee of \$45. If you opt for the pay-in-full method, there is a \$15 agreement fee.
- The final page of the FACTS set up process will give you an agreement number that will confirm you have completed this step successfully. **You must click on “Continue Renweb Re-enrollment” to return to Online Enrollment for submission of the tuition deposit and final submission of enrollment.**
- The business office will enter the total tuition amount(s) and any applicable discount(s). You will receive a confirmation email from FACTS Billing with your total tuition and payment amounts within 10 business days.

To submit tuition deposit:

- The final step for submission of the enrollment packet requires an online payment. A \$750 **non-refundable** deposit is required. This deposit pays your \$250 registration fee with the remaining \$500 credited to your January 2020 tuition payment. If payment in full is made for tuition, the \$500 deposit will be deducted from total tuition amount.
- Re-enrollment for kindergarten will be \$850 which includes the \$100 Gesell Developmental Assessment fee.
- The \$250 fee will be waived for families that re-enroll by midnight February 8th.
- The tuition deposit is non-refundable, non-transferable and cannot be classified as a gift or applied to another student.
- Payment must be made from a checking or ACH compatible savings account. Please verify that you have entered your banking information correctly. You will receive an email with receipt of payment from FACTS billing.
- Upon submission of completed online enrollment, you will receive email confirmation from Admissions that the enrollment process is complete.

Your student’s place in the class will not be secure until the following four requirements are met:

- Completion of FACTS agreement set-up
- Electronic signature agreement to tuition obligation
- Submission of tuition deposit online
- Submission of completed enrollment packet online

If you have any questions, please contact us at admissions@fcspaladins.org. Thank you!

Kimberly Pleasant
Admissions Director