

Legacy Christian Academy



2024 Re-Enrollment Process

1. **Re-enrollment begins February 1st.** This applies to all current families AND NEW kindergarten students. Please complete re-enrollment **by February 29th.**
2. Families must complete the intent to withdraw Google Form by February 29th. If after February 29th, a late processing fee of \$50 will be applied.
<https://forms.gle/qKrAtTs94imSR19Q7>
3. To access your FACTS Family Portal, go to: www.factsmgt.com
 - a. Select Parent Log In from the menu bar and FACTS Family Portal from the drop-down menu.
 - b. Type in your username and password. If you have forgotten your username or password, please click on the link provided.
 - c. After logging in, click on Apply/Enroll in the left menu.
 - d. Click on Enrollment/Re-Enrollment. Be sure that all sections are completed.
 - e. If a family shares custody and/or financial responsibility, please discuss your financial plan and be sure that all parties involved agree.
4. March 1st - Enrollment opens for **new** students.
5. For compliance purposes, re-enrollment must be completed on your own, not at school.
6. Payments are to be completed through FACTS. Pay-in-full payments can be received in check or money-order form - *no cash*.
7. Financial Aid Applications are due by March 1st. It can take FACTS up to two weeks to verify. If needed, upload previous year's tax return with current pay stubs, income, etc. You can also scan and upload your *entire* tax return to ensure that nothing is missing.
 - a. **Tip:** Download the Scan App on your phone to ensure that the quality of your uploads is legible. If documents are not legible, FACTS will not proceed with the process.
 - b. If you have financial questions, please call the FACTS Financial Parent Line at 866-441-4637.
 - c. Please note that financial aid was established to help families who are *truly in need of financial assistance*. In recent years, we have seen families apply for financial aid who do not qualify for or need assistance. FACTS and our third-party financial experts will take a very close look at families' needs before financial awards are given. Please allow this benefit to be applied to those in need.
 - d. To apply, visit our website, www.legacychristian-academy.com, click on the "Admissions" tab, then "Financial Aid".
8. Payment plans will be verified by the end of April/first of May.