



Dear CCS Family,

It is a delight for us to partner with you in the discipleship and education of your students. Each family is an important contributor to the mission of Carmel Christian School; *to provide an excellent education, built on biblical truth, which equips students to reflect Christ to the world.*

By this time, you have had an opportunity to experience the academic and financial access available through ParentsWeb. During our 19-20 re-enrollment you will utilize this same interface to complete the enrollment process. As part of the enrollment you will be able to update much of your family information, as well as set up your payment plan with FACTS tuition management in one integrated process.

As we come upon re-enrollment for the 2019-2020 Academic Year, I would like to encourage you to re-enroll in a timely manner. This will not only help ensure a position for your student, but will also help us understand what the demands of the year will be. We appreciate your help in this assessment through the reality of your re-enrollment.

Please be aware of the following details related to re-enrollment:

- 1) In order for your re-enrollment to be complete, the re-enrollment fee should be paid online at the time of processing. We are unable to provide assistance for or deferral of your re-enrollment fee. **Re-enrollment contracts will be available through [ParentsWeb](#) by the end of the day on Friday, February 1.**
- 2) **As part of the re-enrollment process this year, you will select your payment plan with FACTS tuition management at the time of re-enrollment. You must either choose the available full-payment option or the 12-pay option from FACTS. No other tuition payment options are available.**
- 3) If you choose the full payment option and wish to pay by check rather than by the scheduled draft, you must provide the CCS business office with a check payment no less than four (4) business days ahead of your scheduled full payment draft date.
- 4) As stated in your enrollment agreement, your tuition is due and payable in full by June 1, 2019, even though we allow you to fulfill this obligation with the available payment plans.
- 5) Should you require tuition assistance you must apply for financial aid through FACTS, our third party assessor, using this link: <https://online.factsmgmt.com/aid>. Please keep in mind the sooner you apply for Financial Aid the sooner a decision will be made available.

Again, thank you for the important part that you and your family play in the life of Carmel Christian School.

Serving Together,

Kevin B. Hyatt  
Executive Director of Finance and Operations