

# Online Application – Getting Started Guide

This document will help you complete the online application for enrollment.

## Creating a New Account

If this is your first time to use this website, please follow these instructions to create your user account. Otherwise, log on with the account previously created and skip to **Adding a Student** on page 2.

1. Click on the **Create Account** link.

**Authentication**

**Enrollment**

Already Registered? [Sign In](#)  
Create a New Account? [Create Account](#)

2. Enter your personal contact information. All fields marked with an asterisk are required.

**Name**

Prefix

First Name\*

Last Name\*

Suffix

**Address**

Country\*

Street Address\*

City\*

State\*

Zip Code\*

Time Zone\*

**Phone Numbers**

At least one phone number is required.

Daytime Phone Number  (  )  -  Ext.

Evening Phone Number  (  )  -  Ext.

Cell Phone Number  (  )  -

**E-mail Address**

E-mail Address

Re-enter E-mail Address

3. Click **Next**.
4. Enter a user name and password of your choosing. All fields are required.

**Online Account Creation**

Please enter a username and password to create your online account. Your online account will allow you to view and manage your information online. You may wish to enter your e-mail address as your username.

- User Name may include letters, numbers and/or special characters.
- Passwords must contain at least eight (8) characters and contain at least one letter, one number, and one special character.
- Please do not include spaces.
- Special characters include !@#%&^\*()\_+.

User Name\*

Password\*

Re-Enter Password\*

Register This Computer  No, this is a public computer  
 Yes, this is a personal computer

5. Select a Security Question and enter the answer to that question. This will be used by FACTS to confirm your identity if you need to have your password reset or if you are using a public computer. Enter two Telephone ID Questions and provide answers to each. These will be used to confirm your identity if you need to contact FACTS by telephone. All fields are required.

**Online Account Security Question**

Please select an online security question from the list and provide your answer below. This question will be used for identification if you have forgotten your password or if your computer is not registered. For your security, the answer to this question cannot be viewed by anyone.

Security Question

Security Question Answer\*

**Telephone Identification Questions**

Please select two Telephone ID questions and provide answers below. These questions will be used by FACTS/NBS customer service to validate your identity when you make inquiries by telephone.

Telephone ID Question 1\*

Question 1 Answer\*

Telephone ID Question 2\*

Question 2 Answer\*

6. Click **Submit**.

## Adding a Student

1. Click the **Add Student** link on the navigation menu on the left of the screen.

**Home**

**Menu**

- Home
- Students
- Make Payment
- History
- Add Student
- Term Select
- Contact School
- My Profile

**Home**

Please select **"Add Student"** on the left navigation menu to begin processing a student.

Select **"Students"** to view your previously entered students.

2. Click the **Add New Student** button.

### Add Student

Menu

- Enrollment Dashboard
- Students
- Make Payment
- History
- Add Student**
- Contact School

Add Students

### Add New Student

Click button below to create new application.

**Add New Student**

### Add Returning Student

Enter your access code and student first and last name to reenroll your existing student. Please refer to your e-mailed instructions.

\*Access Code

\*Student First Name

\*Student Last Name

**Add Returning Student**

3. Enter the student's first, middle, and last name. Select the desired campus for the student to attend. Select the grade they are applying for. Note: make sure to select a grade that is available at the campus you selected.

New Student

\*Student First Name

\*Student Middle Name

\*Student Last Name

Please Select the Applicable Campus Below: We always attempt to place your child at the campus you prefer. However, elementary campus preference between English Station and Rock Creek cannot be guaranteed.

\*Campus of Interest

\*Grade Applying For

**Submit**

4. Click **Submit**.

## Application Form

1. If the link to start the application process is not displayed below the student's name, click the **+** to the left of the student name to expand the list.

Your Students

The forms to be completed for each student are listed below. (If you do not see the forms listed for your students, please click the "+" sign to display.) All required tasks must be completed to submit enrollment.

If you do not see any tasks listed below your student's name, please verify that the grade you selected is available for the campus you selected. If not, please click on "Add Student" to readd your student with the correct grade and campus.

Please complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.

**+** John Doe (6) 2 incomplete tasks

2. Click the **Click to Start** link to start the application process.

**Your Students**

The forms to be completed for each student are listed below. (If you do not see the forms listed for your students, please click the "+" sign to display.) All required tasks must be completed to submit enrollment.

If you do not see any tasks listed below your student's name, please verify that the grade you selected is available for the campus you selected. If not, please click on "Add Student" to readd your student with the correct grade and campus.

Please complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.

**John Doe (6)**

No Incomplete Tasks

**Available Tasks**

[Click to Start](#)    6-12 Application Process (English Station)

Please click "start" to begin the application process.

3. Click the **Start** link to go to the first page of the application form.

**Your Students**

The forms to be completed for each student are listed below. (If you do not see the forms listed for your students, please click the "+" sign to display.) All required tasks must be completed to submit enrollment.

If you do not see any tasks listed below your student's name, please verify that the grade you selected is available for the campus you selected. If not, please click on "Add Student" to readd your student with the correct grade and campus.

Please complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.

**John Doe (6) 2 incomplete tasks**

	6-12 Application Process (English Station)	Required	Status
<a href="#">Start</a>	Application Form	Yes	Pending
	Application Fee	Yes	Not started

## Student Information Form

1. Enter the student demographic information.

**Student Information**

*Christian Academy School System admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students of this school. It does not discriminate on the basis of race, color, or national ethnic origin in the administration of its educational policies, admission policy, scholarship and loan programs, athletic and other school-administered programs.*

*Student First Name	<input type="text" value="John"/>
*Student Middle Name	<input type="text" value="S"/>
*Student Last Name	<input type="text" value="Doe"/>
Student Preferred Name	<input type="text" value="Johnny"/>
Grade Applying For	<input type="text" value="6"/>
*Desired Start Date	<input type="text" value="8/2010"/> ?
*Student Gender	<input type="text" value="Male"/> ▼
*Student Address	<input type="text" value="111 Main St"/>
*Student City	<input type="text" value="Anytown"/>
*Student State	<input type="text" value="KENTUCKY"/> ▼
*Student ZIP Code	<input type="text" value="40201"/>
*Student Home Phone	<input type="text" value="502-555-5557"/> ?
*Email	<input type="text" value="me@domain.com"/>
*Date of Birth	<input type="text" value="6/27/1998"/>
*Place of Birth (city, state)	<input type="text" value="Louisville, KY"/>
Social Security Number	<input type="text"/>
*School Last Attended	<input type="text" value="Green Acres Elementary"/> ?
School Last Attended Street	<input type="text"/>
*School Last Attended City	<input type="text" value="Clarksville"/> ?
School Last Attended State	<input type="text" value="INDIANA"/> ▼
School Last Attended Zip	<input type="text"/>
*Student lives with	<input type="text" value="Both"/> ▼
If not both parents, select reason	<input type="text" value="Select..."/> ▼
If other please explain	<input type="text"/>

**Save and Continue**

2. Click **Save and Continue**.

## Sibling Information

1. Enter the Sibling Information.

**Sibling Information**

Please list the names of all siblings **applying** to Christian Academy:

Sibling1 Applying Name	<input type="text" value="Jane Doe"/>
Sibling1 Applying Grade	<input type="text" value="5th"/>
Sibling2 Applying Name	<input type="text"/>
Sibling2 Applying Grade	<input type="text" value="Select..."/>
Sibling3 Applying Name	<input type="text"/>
Sibling3 Applying Grade	<input type="text" value="Select..."/>
Sibling4 Applying Name	<input type="text"/>
Sibling4 Applying Grade	<input type="text" value="Select..."/>

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Please list the names of all siblings **attending** Christian Academy:

Sibling1 Attending Name	<input type="text"/>
Sibling1 Attending Grade	<input type="text" value="Select..."/>
Sibling2 Attending Name	<input type="text"/>
Sibling2 Attending Grade	<input type="text" value="Select..."/>
Sibling3 Attending Name	<input type="text"/>
Sibling3 Attending Grade	<input type="text" value="Select..."/>
Sibling4 Attending Name	<input type="text"/>
Sibling4 Attending Grade	<input type="text" value="Select..."/>

2. Click **Save and Continue**.

## Mother Information

1. Enter the Mother Information.

**Mother Information**

Mother First Name	<input type="text" value="Jane"/>
Mother Last Name	<input type="text" value="Doe"/>
Mother Is Alumnus	<input type="checkbox"/>
Mother Occupation	<input type="text" value="Stay at home mom"/>
Mother Employer	<input type="text"/>
Mother Cell Phone	<input type="text" value="502-555-5558"/> ?
Mother Work Phone	<input type="text"/> ?

2. Click **Save and Continue**.

## Father Information

1. Enter the Father Information.

**Father Information**

Father First Name	<input type="text" value="John"/>
Father Last Name	<input type="text" value="Doe"/>
Father Is Alumnus	<input type="checkbox"/>
Father Occupation	<input type="text" value="Wiget Salesman"/>
Father Employer	<input type="text" value="Widgets-R-Us"/>
Father Cell Phone	<input type="text" value="502-555-4444"/> ?
Father Work Phone	<input type="text" value="502-555-7777"/> ?

[Previous](#)      [Save and Continue](#)

2. Click **Save and Continue**.

## Guardian Information

1. Enter any additional Guardian Information.

**Guardian Information**

Other parent/guardian information for record:

Guardian Relationship	<input type="text"/>
Guardian First Name	<input type="text"/>
Guardian Last Name	<input type="text"/>
Guardian Home Phone	<input type="text"/> ?
Guardian Cell Phone	<input type="text"/> ?
Guardian Address	<input type="text"/>
Guardian City	<input type="text"/>
Guardian State	<input type="text" value="Select..."/> ▼
Guardian Zip	<input type="text"/>

[Previous](#)      [Save and Continue](#)

2. Click **Save and Continue**.

## Placement Information

1. Enter the Placement Information.

**Placement Information**

**In order to determine the best placement for the student, please answer the following questions.**

\*Has an application ever been submitted to Christian Academy for this student?

\*Has the student ever been dismissed or suspended from any school?

\*Do you owe any other educational institution(s) money?

\*Does the student have any behavioral problems?

\*Does the student have any problems getting along with others?

\*Has the student ever been diagnosed with any learning problems?

\*Does the student have a 504 Plan or an IEP?

\*Does the student have any physical disabilities?

If the answer to any of the above questions is yes, please explain

Applied for Kindergarten in 2003.

**Previous****Save and Continue**

2. Click **Save and Continue**.

## Parent/Guardian Commitment

1. Enter the Parent/Guardian Commitment.

Parent/Guardian Commitment

Christian Academy School System is in partnership with parents to support and nurture the spiritual growth and maturity of each student, therefore, regular church attendance and support (both parents) is preferred. Regular church attendance and support is required of at least one parent (with custodial status) to meet Admissions criteria.

**All information must be provided by at least one parent.**

Father's Attendance - Weekend Worship	<input type="text" value="Select..."/>
Father's Attendance - Bible Study Group/Sunday School	<input type="text" value="Select..."/>
Mother's Attendance - Weekend Worship	<input type="text" value="Select..."/>
Mother's Attendance - Bible Study Group/Sunday School	<input type="text" value="Select..."/>
*What church do you attend?	<input type="text"/>
*Are you a member?	<input type="text" value="Select..."/>
*Have you accepted Jesus as your personal Savior?	<input type="text" value="Select..."/>
*When?	<input type="text"/>
*In addition to attendance, what activities or responsibilities are you and your student(s) involved in at your church?	<input type="text"/>
*Please give a brief statement summarizing your salvation experience and your personal relationship with Jesus Christ.	<input type="text"/>
*Please give a brief statement summarizing your belief as it relates to the Bible.	<input type="text"/>

2. Click **Save and Continue**.

## Application References

1. Enter the Application References. Note: if you are applying for kindergarten through 5<sup>th</sup> grade, only the Church Reference will be required.

**Application References**

Reference information **MUST** be provided.  
Christian Academy will send the appropriate forms to references for completion.

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**Church Reference- Minister, Youth Minister or other individual who is in a leadership/shepherding role at your church (Non-Relative)**

\*Church Reference Name

\*Church Reference Title/Position

\*Church Name

Church Reference Email Address

Church Reference Phone  ?

Church Reference Fax  ?

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**School Reference- Current Teacher (preferred), School Counselor, or Administrator**

\*School Reference Name

\*School Reference Relationship to Student  ?

\*School Name

School Reference Email Address

School Reference Phone  ?

School Reference Fax  ?

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\*I waive my right of access to these recommendations written on behalf of my child's candidacy for admission (offers confidentiality consideration to reference).  ▼

2. Click **Save and Continue**.

## Student Profile

If your student is applying for 6<sup>th</sup> through 12<sup>th</sup> grade, have your student complete the following steps for the Student Profile form. Otherwise, skip to the **Financial Information** form on page 12.

1. Have the applying student enter the Student Profile information.

**Student Profile**

\*Is it your personal desire to attend Christian Academy?

\*Why?

\*What church do you attend?

\*Weekend Worship Attendance

\*Bible Study Group/Sunday School Attendance

\*What church activities do you enjoy and why?

\*Have you accepted Jesus as your personal Savior?

\*When?

\*Please describe your personal relationship with Jesus Christ and what you believe about Him.

\*Please describe what you believe about the Bible.

\*What do you tell your friends about Jesus Christ?

\*What are your plans for your future career?

\*Are you planning to go to college?

\*Please explain.

[Previous](#)[Save and Continue](#)

2. Click **Save and Continue**.

## Financial Information

1. Review the Financial Information.

**Financial Information**

**APPLICATION FEE:** A NON-REFUNDABLE Application Fee of \$100 per student is required.  
**CONFIRMATION FEE:** When your student is accepted to Christian Academy School System, a Non-Refundable Confirmation fee will be collected to confirm your child's placement:  
    **New Families** - \$300 per student  
    **Current Families** (including Christian Academy Preschool) - \$200 per student  
**TUITION POLICY, RATES AND FEES:** See current tuition rates and fees on the [school website](#). 2011-2012 tuition schedules will be available January 2011.

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**TUITION ASSISTANCE:** Tuition assistance awards are based on the family's demonstrated need as determined by a third-party agency that makes financial needs assessments for private and Christian schools. Each award is made for one year only, based on the availability of tuition assistance funds. Applications for tuition assistance will not be accepted prior to January 2011.  
[Click here](#) for more information.

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[Previous](#)                      [Save and Continue](#)

2. Click **Save and Continue**.

## Mission Statement and Statement of Faith

1. Review the Mission Statement and Statement of Faith.

**Mission Statement and Statement of Faith**

**Mission Statement**  
The mission of Christian Academy School System is to develop students with a heart for God who grow as Jesus did in wisdom, stature and favor with God and men.

**Statement of Faith**  
*WE BELIEVE* that the Bible is the only inspired, inerrant Word of God.  
*WE BELIEVE* that there is only one God, externally existent in three persons: Father, Son, and Holy Spirit.  
*WE BELIEVE* that Jesus Christ is God Himself, came to earth in the flesh, was born of a virgin, and lived a sinless life. He died a substitutionary and atoning death on the cross. He arose bodily from the grave and ascended into heaven where He sits at the right hand of God.  
*WE BELIEVE* man was created in God's image and being descended from Adam inherited a sinful nature and is totally unable to save himself from the natural consequences of sin.  
*WE BELIEVE* men and women are saved and justified by faith in the shed blood of Jesus Christ and by accepting Him as Lord and Savior are born again by the Holy Spirit and become children of God. There is a spiritual unity of all believers in our Lord Jesus Christ.

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[Previous](#)                      [Save and Continue](#)

2. Click **Save and Continue**.

- Enter the user name and password created in the **Creating a New Account** section as your electronic signature on this application.

By electronically signing this form I agree that I have read and do support Christian Academy School System's Statement of Faith and Mission Statement.

Additionally, I certify that all statements provided are true.

Please reenter your username and password you previously created to electronically sign this document.

\*Username

\*Password

[Previous](#) [Submit](#)

- Click **Submit**.

## Application Fee

- Verify the Application Form has a status of **Complete**.
- Click the **Start** link at the left to access the **Application Fee**.

**Your Students**

The forms to be completed for each student are listed below. (If you do not see the forms listed for your students, please click the "+" sign to display.) All required tasks must be completed to submit enrollment.

If you do not see any tasks listed below your student's name, please verify that the grade you selected is available for the campus you selected. If not, please click on "Add Student" to readd your student with the correct grade and campus.

**Please complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.**

☐ **John Doe (6)** 1 incomplete tasks

	6-12 Application Process (English Station)	Required	Status
<a href="#">View</a>	Application Form	Yes	Complete (2/23/2010)
<a href="#">Start</a>	Application Fee	Yes	Pending

- You will be presented with a list of all of your students' application fees. Click the **Continue** button.

**Current Fee Assessment** [Back to Students](#)

**Complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.**

**John Doe (6)**

6-12 Application Process (English Station)

Activity	Type	Date	Amount	Information
Application Fee	Assessment	2/23/2010	\$100.00	
<b>Total Due</b>			<b>\$100.00</b>	

[Continue](#)

- Click the **Continue** link to the right of the Total Due amount.

**Payment Options**

Please select continue to make payment.

**Complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.**

**Payment in full** [Edit this option](#)

Payment in full is required.

Student Name	Fee Name	Select for Payment	Balance Due	Amount to Pay	Action
John Doe (6)	Application Fee	<input checked="" type="checkbox"/>	\$100.00	\$100.00	
<b>Total Due</b>			<b>\$100.00</b>	<b>\$100.00</b>	<a href="#">Continue</a>

- Verify the applying students and the payment total.

**Payment Options**

Please complete the forms for all of your students before attempting to pay the fee. This will allow you to pay all fees together.

**Although we are happy to provide credit card as a payment option, the school must absorb the service fee for credit card payments. If you select the echeck option there is no service charge to the school.**

**Payment in full**

Payment in full is required.

Student Name	Fee Name	Balance Due	Amount to Pay
John Doe (6)	Application Fee	\$100.00	\$100.00
<b>Total Due</b>		<b>\$100.00</b>	<b>\$100.00</b>

[Make Payment](#) [Cancel](#)

- Click the **Make Payment** button.
- Select your payment method.

**Make Payment**

**Select Payment Method**

Please select your payment method and click the "Continue" button.

Account: Christian Academy School System  
Payment Amount: \$100.00  
Payment Method:

[Continue](#)

- Click **Continue**.

9. Enter the payment information. All fields are required.

**Make Payment**

## Provide eCheck Information

Please enter your check information in the following fields and then click "Continue" button.  
**NOTE:** All fields are required. Please be aware that not all payments from brokerage accounts can be made online. Please check with your brokerage account representative.

For help, please click on the question mark next to a field.

Current Payment	
Christian Academy School System	Payment Amount: <b>\$100.00</b>

Account Information	
Holder's Name:	John Doe
Account Type:	CHECKING
Routing Number:	083900680 ?
Account Number:	555333442 ?

Billing Address Information	
Address 1:	111 Main St
(optional) Address 2:	
City:	Louisville
State:	KENTUCKY
Zip:	40201

Contact Information	
Daytime Phone:	5025552233
e.g. (555) 555-1212x123 OR +31 42 123 4567	

Enter a profile name and click the checkbox to save your account information for future use.

Profile Information ?	
Profile Name:	JohnDoe <input checked="" type="checkbox"/> Save Profile

10. Click **Continue**.

11. Verify the payment information. If any of the items needs to be changed click the **Edit** button.

**Make Payment**

## Is this eCheck information correct?

Please confirm that your eCheck information is entered correctly.

- To submit a payment, please click "Confirm" button.
- To make changes, please click "Edit" button.
- To cancel a payment, please click "Cancel" button.

Payments received after 5:00 p.m. Central Standard Time will be processed the next business day.

Current Payment	
Christian Academy School System	Payment Amount: <b>\$100.00</b>

Profile Information	
Profile Name: JohnDoe1	

Account Information	
Holder's Name: John Doe	
Account Type: CHECKING	
Routing Number: 083900680	
Account Number: *****3442	

Billing Address Information	
Address 1: 111 Main St	
City: Louisville	
State: KY	
Zip: 40201	

Contact Information	
Daytime Phone: (502)555-2233	

I hereby authorize the School, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

**NOTE:** Once you submit the above payment, it will be processed in the next daily deposit. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

12. When all information is correct click **Confirm**.

13. You will receive the following message while your payment is being processed.

### Processing Payment

Processing your payment could take up to 1 minute, please wait until you receive the receipt page.

14. Once the payment is complete you will receive a confirmation.

**Payment Confirmation**

Name: John Doe  
Email:  
Account Holder Name: John Doe  
Confirmation Number: 12370  
Payment Date: 2/24/2010  
Payment Type: eCheck

**Payment in full**

Student Name	Fee Name	Amount Paid
John Doe (6)	Application Fee	\$100.00
<b>Total Paid</b>		<b>\$100.00</b>

15. Your application is complete. Click the **Sign Out** link in the top right corner of the page.

[Sign Out](#) | [My Profile](#) | [Contact Us](#)  
**Christian Academy School System**  
2010 - 2011 School Year

For further assistance please call the Admissions Office at 502.244.3225.