

## RE-ENROLLMENT PROCEDURES 2019-2020

1. Secure a Student Re-enrollment Information form. Update all student and family information. Check the box that applies to your choice for re-enrollment for 2019-2020. Sign the form and return it to the school office with a check for \$50 by March 8. The fee raises to \$200 after that date.

The Student Re-enrollment Information form does not guarantee a seat in a classroom unless the re-enrollment fee is paid and all account balances are cleared.

2. If you are applying for Tuition Assistance, go to the Confidential Financial Services website at [www.cfslogin.com](http://www.cfslogin.com). If you are a new applicant to this site, choose CREATE A NEW ACCOUNT from the dropdown box and follow the directions. Use the school code 81231 for Mountain View. If you are returning to finish a new application, choose RETURN TO YOUR ACCOUNT and insert your username and password. If you have previously applied for Tuition Assistance through CFS, choose LOGIN WITH PREVIOUS YEAR'S CREDENTIALS and insert your username and password.

Tuition Assistance will not be awarded without an annual application from CFS. All financially responsible parties must be on the application. The fee for this application is \$30. The CFS application is not considered complete unless supporting documents have been faxed to CFS at 719-687-0705. MVCA can provide a fax machine for this purpose. Tuition Assistance for 2019-2020 will be capped based on enrollment figures and awarded on a first-come, first-served basis for current families through March. After March, new enrollments will be included in the awarding of Tuition Assistance. All families awarded tuition assistance will be required to pay using the FACTS program.

3. Once your Student Re-enrollment Information form, enrollment fee check, CFS completed application and FACTS account number have been turned in to the office, you will be given a 2019-2020 Tuition Contract. Complete, read and sign the first page. Review the Tuition Preference Agreement on the second page and sign the section for your chosen option. Return the form to the school office.

Semi-annual and annual payments reflect a slight overall savings and can be paid directly through MVCA. Annual payments and the first semi-annual payment must be made in full by August 5, 2019. Otherwise, you must be signed up for FACTS (see below) and include your nine-digit account number in the semi-annual or monthly sections. You can choose to include a donation to the school's annual fund in each section.

4. If your preference for tuition will be 11 monthly payments, you must apply for automatic payment deductions using FACTS. Enroll by accessing [online.factsmgt.com](http://online.factsmgt.com). Sign in and update your existing account or create a new account by choosing REGISTER.

The fee for enrolling in FACTS is \$41.00. Once you have completed the application process, you will be given a nine-digit account number. This number must be included on your 2019-2020 Tuition Contract.