

## FACTS ENROLLMENT INSTRUCTIONS

1. Go to the CCA website [www.cenlachristian.com](http://www.cenlachristian.com)
2. Click the “Admissions” tab at the top of the page
3. Scroll down about  $\frac{3}{4}$  of the page and you will see an “E-Cashier” button. Click on it. This button will bring you to the page that explains FACTS
4. FACTS will bring you through the 4 step process for completing the enrollment form. The form will automatically generate how many payments that you will be making. It may not look right, but it is okay. Once you have completed the form, it will be sent to my computer. I will make the proper adjustments to the number of payments you will be making and complete the agreement.
5. Please remember that your first payment will be an additional amount (approximately \$41). This is the annual fee for enrolling in FACTS. All other payments withdrawn will be the normal amount. If you have any questions, please feel free to call me at 640-4787.

Thank you,

Colleen Kelly

Cenla Christian Academy