

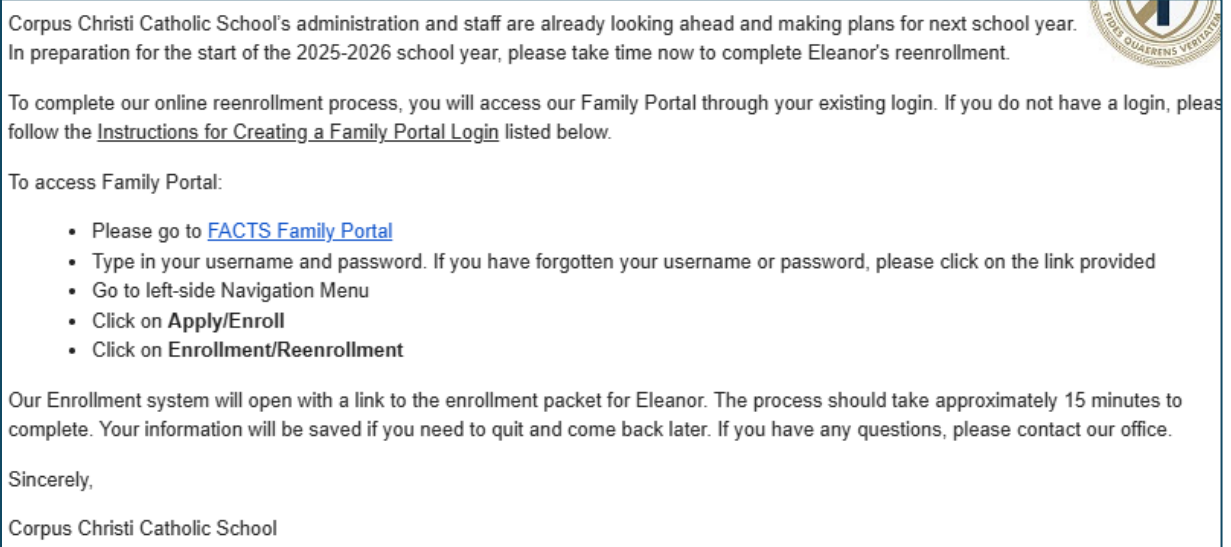
On Monday, February 2, 2026 at 9:00 a.m., enrollment will go live in your FACTS Family Portal.

You will also receive an email stating that you are now able to access Enrollment/Reenrollment through in your FACTS Family Portal Menu.

The email will include refresher instructions for how to log-in to your FACTS Family Portal.

Left: Navigation to Enrollment/Reenrollment in FACTS Family Portal

Below: Example of the email you will receive



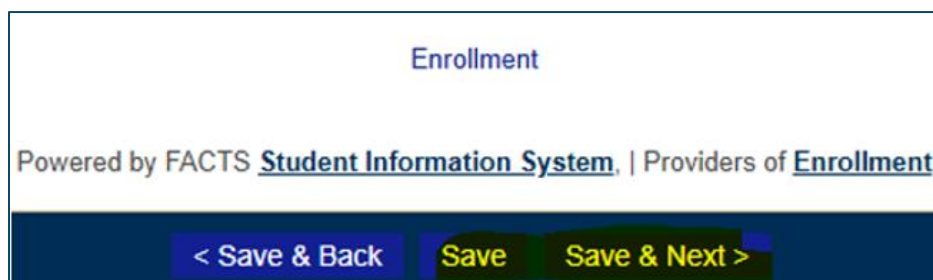
Click Enroll/Reenrollment from the left menu panel and select and complete each child's enrollment packet individually by clicking "Start Enrollment Packet". Before starting each packet, be sure the grade for next year is correct.

If your child is not reenrolling for the '25-26 school year, please click on "Will Not Enroll."

Student	For Grade	Packet Status	
Petz, Eleanor	03	Start Enrollment Packet	Will Not Enroll
Petz, William	01	Start Enrollment Packet	Will Not Enroll

Work your way through all tabs in the Enrollment Packet.

At the bottom of each screen, be sure to click "Save & Next."



There will be a checkmark by each section when complete.

Enrollment Packet
Year: 2025-2026
Grade: 03

Instructions & Resources

✓
Enrollee Information

✓
Religious Affiliation

✓
Household

✓
Grandparents

✓
Emergency Contacts & Authorized Pickup

✓
Medical Information

✓
Permissions & Acknowledgements

!
Computer & Internet Access

Instructions & Resources

Welcome to Corpus Christi Catholic School's enrollment experience!

Please complete the Enrollment forms listed in the left menu, beginning with the Enrollee Information form.

- A ⚠ will appear in the menu next to forms that are missing required information.
- A ✓ will appear in the menu next to forms that are completed.

To complete the enrollment process, you will be asked to provide the following documents:

- Immunization Records, *If there have been any updates in the last 12 months, please upload the new record.*
- Court/Custody Documents, *If Applicable.*

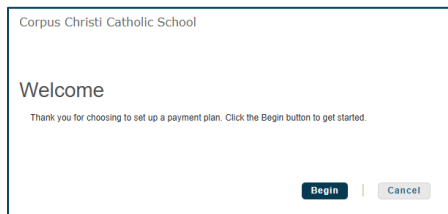
After you have uploaded all documents and completed the enrollment packet, a **Submit Packet** form will appear. Please follow the instructions that will be provided to submit the enrollment packet.

Please Note: Your information will be saved on each page, and you have the flexibility to log in and resume your Enrollment Packet at any time prior to submission!

If you have any questions, please feel free to contact us.

Sincerely,
Corpus Christi Catholic School

When you get to the FACTS Tuition & Fees Plan Selection tab, you will be redirected to your FACTS financial account, which requires a 2-Factor Authentication to sign-in. *(This is the same place where lunch money is added to your child's account, pay fees if on a payment plan, or pay for incidental billing.)*



From there, you will have the option to choose whether you want to pay in full or be on a payment plan for your child(ren)'s tuition or fees. Pay-In-Full balances will be collected in August 2025; Semi-Annual Payments will be collected in August 2025 and January 2026; and Monthly Payments will run for 10-months from August 2025-May 2026.

There is a one-time fee of \$25 if you select a Semi-Annual plan, or a \$55 fee for a Monthly plan. These are administration fees charged by FACTS and remitted directly to FACTS – Corpus Christi Catholic School has no ability to waive or change these amounts if you choose to be on a payment plan.

As a reminder, tuition for non-parishioner students is **\$8,000 per child**.

Fees for parishioner families are as follows, per enrolled student:

- Oldest child enrolled: **\$2,050**
- Second child concurrently enrolled: **\$1,650**
- Third child concurrently enrolled: **\$1,300**
- Fourth child concurrently enrolled: **\$1,000**

Fees will be charged to your student accounts after enrollment is complete. You will not need to “enter an amount due” at this time.

Preschool Tuition: Please note that the **\$100 fee is an enrollment fee for preschool - NOT a deposit for Preschool Tuition.** The \$100 fee paid with enrollment for grades Kindergarten-8th is applied to fees/tuition for the next school year, **excluding preschool tuition.**

Pay In Full
Please Note: The school is paying the FACTS Enrollment Fee for this payment plan option.

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit/Debit Card 	1	August 2025	1st 15th	18 Jul 2025 01 Aug 2025	\$0.00

Semi Annual

Select	Payment Method	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit/Debit Card 	2	August 2025 January 2026	1st 15th	18 Jul 2025 01 Aug 2025	\$25.00

Monthly Payment Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit/Debit Card 	10	August 2025	1st 15th	18 Jul 2025 01 Aug 2025	\$55.00

After selecting the payment plan information, you will be automatically redirected back to your in-progress enrollment packet. From here, continue to move through each tab and BE SURE TO CLICK “COMPLETE REVIEW AND SUBMIT ENROLLMENT PACKET” when finished.

Review and Submit Enrollment Packet

You have completed all the requirements for this enrollment packet. Review your information below. Use the links on the left to make any changes before submitting this packet.

⚠️ Click the **Complete Review and Submit Enrollment Packet** button to submit your packet and make any fee payments that may be necessary.

[Complete Review and Submit Enrollment Packet](#) [View PDF](#)

There is an enrollment fee of **\$100 per child** due upon submitting the enrollment packets. This is a non-refundable fee; this fee will be applied to your student’s tuition or fees balance. The enrollment for your student(s) is not considered complete until after this fee has been paid.

Submit Packet and Make Payment

Eleanor Petz

The submission of this enrollment packet requires an online payment. The fee is as follows:

\$100.00

[Submit Packet and Make Payment](#)