



# Completing your child's enrollment packet

In order to secure your child's spot at the CEC, it is important to make sure your enrollment packet has been fully submitted. Even if you have completed your tuition payment set-up via FACTS Financial, you may not have submitted the enrollment packet yet. Here's how to check!

## 1. Log in to FACTS Family Portal


Access the Enrollment section by clicking (1) Apply/Enroll from the menu. Then choose (2) Enrollment/Re-enrollment and click the link that says (3) "Click here to open Enrollment"

## 2. Check your Enrollment screen


After following the steps above, you'll see your enrollment packet status displayed. If your packet status is "Submitted" then you're all set!

If your status still says "Open", that means some portion of your packet is incomplete.

	For Grade	Packet Status
2021-2022	PM	Submitted 2/16/21
2021-2022	PM	Open ( <a href="#">edit</a> )



This application has been successfully submitted!



This application has not been submitted yet!

## 3. Click "edit"

This takes you back into your open packet. Please confirm that all sections are complete by reviewing the tabs on the left side.

A **green check mark** means the section is complete.



A **yellow exclamation point** means the section is incomplete.



4. **Review application and submit payment**  
The last step is “Review & Fee Payment”

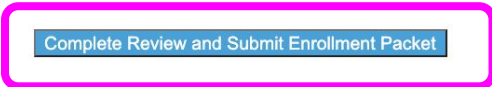


Click “Complete Review and Submit Enrollment Packet”:

### 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.



On the next screen, click “Submit Packet and Make Payment”

### Submit Packet and Make Payment

#### Student Test

Once you have reviewed the information you entered, please be sure to submit your packet here.

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

\$450.00



Thanks!

Follow the prompts to complete your registration fee payment:

You will receive a receipt from FACTS for your fee payment via email. Your packet is not submitted until you also receive a confirmation email from us with a subject line of “Online Enrollment Received”.

The Shul Child Enrichment Center

#### Make A Payment

Mom Test #5185769592

#### Payment Method

- Bank Account
- Credit / Debit Card

#### Total Amount

Online Enrollment Fee \$450.00

Total \$450.00 [Details](#)

[Cancel](#)

If you haven’t received your Online Enrollment Received email after approximately 15 minutes, please return to Family Portal to check your packet’s status as shown on the 1st page of this guide. If the packet status still says “Open”, you may need to edit the packet and ensure all of the steps are complete. Once you have paid your enrollment fee, you will not be charged again.