

Greetings from Oconee Christian Academy!

We are excited that God may be leading your family to partner with Oconee Christian Academy! You may begin the enrollment process by following the steps below. Please note there will be a link to take you to **FACTS** after you submit your Gradelink application.

***Your application is not complete until you have finished Gradelink *and* set up your FACTS Payment Plan so therefore a spot will not be reserved for your child until you have completed both portions.**

**Please note: The Application for Financial Aid is different than creating your FACTS Account to set up a payment plan and WILL NOT reserve your child's spot.*

Gradelink Application:

1. Begin the application in Gradelink here <https://secure.gradelink.com/749/enrollment>
2. Upload documents. You can use a printer/scanner or an app on your tablet/phone such as "Genius Scan". You may have to email the scans to your computer to upload.

**Please be sure to title the documents you are uploading with the correct name such as Birth Certificate, Driver Permission Form, etc. before saving/uploading.*

**Please upload documents individually and not in one scan.*

**Please lay documents on a flat surface in good lighting. Be sure to center the document in the screen to go to the edges, but without the background surface it is laying on showing.*

3. After completing all categories, you must initial and submit the application in Gradelink. You will immediately receive an automated email letting you know your application was received.
4. If you have other students to enroll, please follow the steps outlined above for each student **before** proceeding to the next step.
5. After submitting the last student, click the button in Gradelink that says, "OCA FACTS" This will take you over to FACTS.

Remember your application is not complete and your child will not be considered for admittance until both the steps above and the steps below have been completed.

FACTS Account: FACTS can also be accessed at this link. <https://online.factsmtg.com/signin/3G4C5>

1. Create an account using the gray "Create a Username and Password Button".
**(or if you used FACTS at a previous school, sign in using the green "Sign In Button" and the same credentials used for FACTS at your previous school. Then add OCA under the menu "Select Add Other Institution")*
2. Follow the steps to pay your Registration Fees and set up your Tuition Payment Plan for the correct school year. There is a progress bar showing steps to completion and I have made a few notes to assist you in each area.
3. **Students** – Follow these steps for each student.
On the Student Screen click Green "**Add Student**" button. The Student ID is not a required field. You must click the Green "**Save**" button. Then repeat to add all your students. After the final student click the Green "**Save**" button, then click the Green "**Next**" button.
4. **Payment Plan Options** - You will be choosing to pay tuition either Monthly or Yearly. Please note it is \$120.00 extra to make monthly payments.
5. **Payment Plan Details** – This page shows the account you will use to pay for Incidental Expenses such as field trips or hot lunch. You may leave it to draft from the same banking info you set up for Tuition, or you can add a different payment method than the one you chose for Tuition. You will receive an email on the 5th of each month listing your **Incidental** charges. On the 15th of each month these charges will draft from your account if you have not made a previous payment for them. On this page you also decide if you want to enroll in the Peace of Mind benefit through FACTS for an additional fee.
6. **Payment Schedule** – This page is where you decide on which day of the month you want **Tuition** to draft. Choices are the 5th or the 20th. Remember when making your choice that Incidentals will still draft on the 15th.

7. **Review and Authorize** – Read and authorize the terms and conditions and your payments information.
8. **Thank you** - Take notice of the box with these 2 questions and follow the links if you desire either of those options.

1. **Did you know that you can receive text alerts on your mobile phone? Learn More.*

2. **An authorized party can make payments on your behalf. Want to designate another payer? – this would be if a grandparent or someone else can also make payments.*

Then check the box signifying your electronic signature and click done.

Once you have completed the above steps and submitted the attached forms you have begun the necessary steps to becoming a WARRIOR at Oconee Christian Academy! Once all records and documents are received you will be contacted to schedule your Prospective Family Interview with our Administration.

It's GREAT to be a WARRIOR!

Please let me know if you have any questions or I can be of assistance to you! More information can also be found on our website at www.oconeechristian.org.

Thank you,

Gwen Johnson

Admissions Director

(864) 882-6925

OCONEE CHRISTIAN ACADEMY

Equipping Minds. Developing Character. Building Leaders.

