

2010-2011 Enrollment Procedures for JKHA/RKYHS

All student registration and enrollment will be done through FACTS online for 2010-2011. This new FACTS account will enable you to download statements, view account activity, and setup payment plans. Additionally, the FACTS account is how the school will track our enrolled census used for class assignments, and track fees for all students and families, regardless of payment method. Students not enrolled on FACTS will not be considered enrolled in JKHA / RKYHS for 2010-2011, so please see the steps below to complete the registration and enrollment processes. (Old FACTS accounts are not valid for 2010-2011).

- Login to: www.jkha.org and click on the Admissions button on the top of the page.
- Click on the Registration / Enrollment section.
- Click on the FACTS enrollment logo (you can view instructions here as well).
- Set up a FACTS account. Enter student information as requested; for multiple students please follow the directions for adding each additional child to this same FACTS account.
- Make a record of your FACTS account Login and password for future use.
- Enter the appropriate Registration Fees you will be paying per child (see Schedule of Fees 2010-2011, enclosed and on the website). Payment of registration is due at this time, if not already paid.
- Enter the Tuition Fee for your child (see Schedule of Fees 2010-2011).*
- Select a Payment Plan for your 2010-2011 tuition fees by clicking “View Available Schedules” and “Select” to confirm your FACTS payment plan option.
 - Full- Pay August 1
 - Semi Annual- Pay August 1 and January 1
 - Monthly- Pay August through May

Any alternate arrangements must be made through the business office.

- Select a Payment Method: Credit Card or ACH Direct Debit from your checking or savings account. (Note: Facts accepts MasterCard, American Express and Discover, but not Visa. Credit Card payments incur a 2.5% convenience fee charged by FACTS.)
- Enter payer’s Information including the security setup questions.
- Enter payment information. *
- Submit application. Registration payment will be charged at that time.

Once the FACTS account is submitted, registration fees paid and your tuition contract signed and returned to the business office, your enrollment will be considered complete.

** Family fees, Tuition Assistance and Subvention, prior credit or other fee adjustments will be made to your FACTS account by the business office before we finalize your bill for 2010-2011.*

For questions or assistance please contact Nicole Annett at 973-597-1115 x1129