

# Registration Information 2018-2019

## Changes to Registration for All Families

- **FACTS Online Payment Plan 2018-2019 – No FACTS form.** Families are required to complete FACTS Payment Plan online. In order to register, a printed copy of completion is required.
- **Registration Fee – 1 flat fee for all students**
- **New 2018-2019 Payment Plans with no Payment Due in March**

## General Registration Information

- **Registration Fees Paid in Full or in 2 Payments** - Registration fees may be paid in total on the family registration day or may be divided into two payments. If divided, the **First Payment is due on the designated family registration day. Second Payment is due no later than April 16, 2018.** Registration fees divided between separate parties must be received from both parties by the due dates before a student may be registered.
- **New Siblings Registration** - Registration Fees may be included for new entering **TK or K siblings, prior to acceptance, if an application is on file.** Siblings applying to Grds. 1-8 register upon acceptance.
- **Financial Assistance** - Parents applying for tuition assistance are required to return both Registration Forms with payment, by the due date. Modifications to the FACTS/Financial Agreement will be made if assistance is granted. Families granted an award will be notified no later than May 31, 2018.
- **Registration Fee Discount Completed 25 Service Hours** – Families who complete their **25 Family Participation Hours** of service for the 2017-2018 school year are eligible to receive a **\$100 Registration Fee Discount per student** upon registering for the 2018-2019 school year. Families are responsible for reporting their hours online through their Beehively account **prior** to registering. Reported hours are verified by the Administration. If the completion of hours is **divided between parties**, both parties must have a **combined total of 25 service hours reported in order to be eligible** to receive the Registration Fee discount. **(Please see below for instructions on how to report hours)**
- **Registration Fee Discount Projected 25 Service Hour Completion** – Families may be granted the Registration Fee Discount based on **projected** completion of the 25 service hours. **Projected hours must be completed and recorded by June 1, 2018 (last day of school).** Families granted the discount based on projected completion who do not meet the 25 service hour requirement by June 1, 2018 will have **the discounted amount added to the August 2018 FACTS installment payment. Families who have paid their tuition in full will have the discounted amount billed to their FACTS account payable in August.**

- **To Report Hours**

St. Francis of Assisi School website

[www.stfranciselem.org](http://www.stfranciselem.org)

Click on the **Beehively** link at the top of the page.

**Log into your account**

Click on the **My Info** tab

Under the **Actions** listed, click the **Submit Volunteered Hours** tab.

- **Registration Fees are Non-refundable.**