

Registration for Returning Families in 4 Easy Steps

STEP 1. Complete & return

2023- 2024 School Registration Form for Returning Students & New Sibling

Step 2. Complete & return if enrolling 2023-2024 Extension Registration

Step 3. Complete & return School Financial Agreement for 2023-2024

Step 4. Complete Online FACTS Online Payment Plan 2023-2024 – *Families are required to set up a payment plan for tuition & extension (if applicable) online. Please visit factsmgt.com to set up your plan.*

Returning Forms – Please email completed forms or deposit in Finance Office bins in the school foyer.

FACTS Payment Plan Setup – Account set up will be verified administratively.

Deadline to return forms & set up FACTS payment plan: April 5, 2023

A student is not considered registered until all forms have been returned and FACTS Online Payment Plan is set up.

Forms & Payment Due by April 5, 2023

Form for Returning Students & New Siblings

Please complete & email to

llammerding@stfranciselem.org Families Last Name A-M aevans@stfranciselem.org Families Last Name N-Z
or deposit in Finance Office bins in the school foyer

Parent Name: _____

Please check all applicable boxes:

I am a Full-Time Diocesan Employee
Employment Location: _____

I am solely responsible for Registration Fee payment

I evenly divide the Registration Fee payment with a parent of another household.

Other Household Parent Name: _____

Registration Fee All Students: \$600. Discount applies to families who have completed & recorded 25 service hours by 6/2/23.

		Full Pay	* Partial Pay
1. _____	_____	Registration Fee _____ \$600	* _____ \$300
Returning Student's Name	Grade in Fall	Registration Fee Discount _____ - \$100	_____ - \$50
2. _____	_____	Registration Fee _____ \$600	* _____ \$300
Returning Student's Name	Grade in Fall	Registration Fee Discount _____ - \$100	_____ - \$50
3. _____	_____	Registration Fee _____ \$600	* _____ \$300
Returning Student's Name	Grade in Fall	Registration Fee Discount _____ - \$100	_____ - \$50
4. _____	_____	Registration Fee _____ \$600	* _____ \$300
Returning Student's Name	Grade in Fall	Registration Fee Discount _____ - \$100	_____ - \$50
5. _____	_____	Registration Fee _____ \$600	* _____ \$300
New Entering Sibling Name	Grade in Fall	Registration Fee Discount NA	

(Add if paid after April 5, 2023) Registration Late Fee _____ \$50 _____ \$50

\$ _____ \$ _____
TOTAL TOTAL

***Partial Payment Balance due will be automatically charged/withdrawn from FACTS payment account 5/5/23**

Method of Payment: Charges will be entered in FACTS and made payable upon receipt of form.

Please choose one:

1. Bank Debit, VISA, Mastercard, or Discover

Card Number _____ / _____ / _____ / _____
Expiration Date ____ / ____
CVV Code _____ (3 digits on back of card)

Credit cards charged through the school will not incur any charges in addition to the registration fee. Credit cards charged through FACTS will be assessed a 2.95% service fee. For your security and privacy, no credit card information will be kept on file.

2. Automatic withdrawal from my designated FACTS payment account.

Signature _____ Date _____

***Registration Fees are Non-refundable**

Registration Deadline is April 5, 2023. New students awaiting placement will be accepted following the deadline.

2023-2024 Extended Day Care (Extension) Registration

Please complete & email to
llammerding@stfranciselem.org Families Last Name A-M
aevans@stfranciselem.org Families Last Name N-Z
or deposit in the Finance Office bins in the school foyer

No registration fee to enroll. Students enrolled in Extension may not withdraw and re-enroll multiple times within the school year.

Please select Full Time or Part Time attendance.

Student's Name

Grade in Fall

Full Time or Part Time

Student's Name

Grade in Fall

Full Time or Part Time

Student's Name

Grade in Fall

Full Time or Part Time

Student's Name

Grade in Fall

Full Time or Part Time

New TK or K Sibling

Grade in Fall

Extension after school only up to 3:15 pm

Extension Options for the 2023-2024 School Year!

Full Time Extension – Flat Rate \$3570 per student. Includes mornings as early as 7am and after school care up to 6:00pm all school days.

Part Time Extension – Flat Rate \$2810 per student. Includes mornings as early as 7am and after school care up to 4:30pm all school days.

Extension FAQ's

Emergency Extension - \$25 per day, per student. Includes mornings as early as 7am and after school care up to 6:00pm. Accommodates unexpected situations in which a student needs immediate before and/or after school care.

Extension Late Pickup Fee – \$25 per day, per student. Late fees will be charged to your FACTS account for payment.

Drop in Extension – To insure adequate staffing for the students enrolled in Extension, the school *does not provide drop in care.*

Extension Enrollment - All arrangements for Extension are made through the Finance Office. Students may be enrolled in Extension whenever a need is determined. **For staffing purposes, a 2 week notice prior to the start date is requested.**



Parents applying for financial assistance are required to return this form by the due date. Modifications will be made if assistance is granted.

SCHOOL FINANCIAL AGREEMENT FOR 2023-2024

Student's Name: _____ Grade: _____
 _____ Grade: _____
 _____ Grade: _____
 _____ Grade: _____

Parent's Name: _____ Daytime Telephone: _____
 _____ Daytime Telephone: _____

TUITION	3% Early Pay		Full Tuition after 6/30/23 or Installment Payments
	Tuition Amount		
1 student	\$6,805due by 6/30/23	\$7015.....per year
2 student	13,474due by 6/30/23	13,890
3 students	20,041due by 6/30/23	20,660
4 students	20,041due by 6/30/23	20,660
FEES	Registration Fee / Returning Student / New Student (Non-refundable)		600.....per year
	Family Participation Registration Fee Discount		(100)
	Late Registration Fee / Returning Student (applied after March 25, 2023)		50
EXTENSION FEES	Full-time TK to Grade 8 / Student (available daily until 6:00 pm)		3570.....per year
	Part-time TK to Grade 8 / Student (available daily until 4:30 pm)		2810
	Late Extension Pickup Fee / Student / Day		25
	Emergency Extension/Student/Day		25
ADDITIONAL CHARGES	Returned Item Charge		35
	Sports Activity Fees / Sport, fees range in price per sport (due prior to 1 st practice)		
	8 th Grade Graduation Fee / 8 th grade Student (due by 4/29/23)		100

Family Participation Registration Fee Discount (available to continuing families only)

25 Family Participation Hours of service for the 2022-2023 school year must be completed and entered in Service Hours in FACTS SIS.

Tuition and Extension Payment Options for the 2023-2024 school year

All payers are required to enroll in FACTS and use automatic bank or credit card withdrawal for full or installment payments.

Please indicate with an "X" which payment option your family will use to remit, and please "X" Tuition and Extension preferences.

- Pay in Full Early Pay Tuition 3% Discount – Paid through FACTS by June 30, 2023**
- Pay in Full Extension Only – Paid through FACTS by August 20, 2023** ___ Full-time ___ Part-time
- Pay in Full Early Pay Tuition 3% Discount and Pay in Full Extension –Paid through FACTS by June 30, 2023 (Tuition) and Paid through FACTS by August 30, 2023 (Extension)** ___ Full-time ___ Part-time
- Installment Plans – Paid through FACTS as indicated per Installment Plan**
- | | | Tuition | Extension |
|---|-----|---------|-----------------------------|
| ___ 9 Month Plan – due 8/23 to 5/24 with no payment 3/24 | for | ___ | ___ Full-time ___ Part-time |
| ___ 10 Month Plan – due 7/23 to 5/24 with no payment 3/24 | for | ___ | ___ Full-time ___ Part-time |
| ___ 11 Month Plan – due 6/23 to 5/24 with no payment 3/24 | for | ___ | ___ Full-time ___ Part-time |
| ___ Quarterly Plan – due 7/23, 10/23, 1/24, and 4/24 | for | ___ | ___ Full-time ___ Part-time |

The operation of St. Francis of Assisi Elementary School is primarily tuition based; therefore, parental financial obligations are crucial to its smooth operation. We believe that tuition payments are an investment in your child's education and religious formation. All payments are due on the selected dates as listed above. All families are responsible for meeting their tuition and fee obligation to St. Francis of Assisi Elementary School on a timely basis. Should you have difficulty in meeting your tuition and fee obligation, it is your responsibility to notify the Principal or Director of Finance so that special arrangements and adjustments to your agreement can be made.

I am solely responsible for tuition and/or extension payments. ___Yes ___No If NO, then my payment portion is \$ ___ or ___%

Signature _____ Date: _____

This form must be signed by each payer for a family. No student may be enrolled unless this form is returned to the school office.

Last Step!

Please visit factsmgmt.com (FACTS Management Company) to set up your online 2023-2024 Payment Plan for tuition and extension.

Finished!

Once your FACTS account is established, amounts for registration fees, tuition & extension will be added administratively. Please note that it may take up to 2 days before all administrative entries in FACTS process.

Important Note for Multiple Household Payers: If multiple households will be responsible for paying tuition and/or extension, all responsible payers are required to enroll in a FACTS Payment Plan and complete a School Financial Agreement Form. This includes a grandparent or other friend or relative who may be assuming partial or full responsibility for payment of tuition and/or extension.

FACTS Payment Plan Information 2023-2024

Tuition & Extension Payment Plans Automatic Charge/Withdrawal

All payment plans are an automatic charge or withdrawal on the 5th or 20th of the month, with the exception of the Pay in Full plans in which the last day of the month may be selected.

Methods of Payment

- Bank checking or savings account
- *Credit Card – Visa, Mastercard or Discover. ***2.95% service fee will be accessed by FACTS for each credit card payment.**

Method of Payment Change – Designated method of payment may be changed by the account holder directly with FACTS at any time. i.e. add a different credit card, change in bank account etc.

Pay in Full Early Pay Tuition 3% Discount – Paid in (1) installment on the 5th, 20th or last day of the month.

The (4) installments allow for entering registration fee payments and payments made throughout the school year such as sports fees, club fees etc. The tuition amount will be entered and adjusted administratively to reflect the (1) installment selection on the **School Financial Agreement**. (Step 3 Cream Form)

Pay in Full Early Pay Tuition 3% Discount & Pay Extension in Installments - FACTS only allows the selection of (1) Payment Plan. If tuition is to be paid in full by June 30, 2023 but Extension is to be paid in installments, please do the following:

- **Check both** the Pay in Full Early Pay Tuition 3% Discount **and** the Installment Plan on the **School Financial Agreement** form. (Step 3. Cream form).
- **Set up the 9, 10, 11 Month or Quarterly Installment Plan only in FACTS.** The one-time tuition payment will be added administratively.

Installment Plans for both Tuition & Extension - Tuition and Extension (if enrolled) amounts are combined to equal (1) monthly payment. Designated payment amounts may be viewed separately for tuition and extension by clicking on [View Details](#) in your FACTS account.

Multiple Households responsible for Tuition and/or Extension Payments – All parties responsible for paying tuition and/or extension **are required to enroll in a FACTS Payment Plan and complete a School Financial Agreement Form**. This includes a grandparent or other friend or relative who may be assuming partial or full responsibility for payment.

No Payment Due in March – All Payment Plans exclude the month of March to allow for registration.

Printing Receipts – Extension (Extended Care) receipts for tax purposes or employer reimbursements may be printed directly through FACTS. **Log into your FACTS account > [View Details](#) > [Transactions](#) > [All \(click to enter date range\)](#) > [Print](#).** The school tax ID# 45-4330879 is printed on the receipt.

For Question or Difficulties in setting up your FACTS account, please contact FACTS Customer Service or email llammerding@stfranciselem.org