

Registration General Information 2023-2024

- **Registration Fees Paid in Full or in 2 Payments** - Registration fees may be paid in total by April 5, 2023 or may be divided into two payments. If divided, the **Second Payment is added to your 2023-24 FACTS account to be withdrawn or charged on May 5, 2023.** Registration fees divided between separate parties must be received from both parties by the due date before a student may be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** - Financial Aid for tuition is available for **registered students**. Applications and supporting documentation are completed online and processed through **FACTS Grant & Aid Assessment**. To apply for assistance for the 2023-2024 school year, applications and supporting documentation are due by **April 30, 2023**.
- Applications submitted **without the supporting documentation will not be considered for a grant**. Information provided to FACTS is confidential and reviewed by the Principal and Director of Finance. Awards are determined based on demonstrated need and award amounts are subject to the funds available. Funding for Financial aid is provided through the contributions of St. Francis Parish, designated scholarships, bequests, the St. Clare Education Fund and the generosity of individual donors. For information and instructions regarding the application process, please see the **FACTS Financial Aid Information flyer**. Financial assistance is not given for extension.
- Parents applying for financial assistance are required to complete all steps and return Registration Forms with payment, by April 5, 2023. 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, 2023.
- **Registration Fee Discount 25 Service Hours Completed**- Families who complete 25 Family Participation Hours of service for the current 2022-2023 school year are eligible to receive a **\$100 Registration Fee Discount per returning student** for the 2023-2024 school year. The Registration Fee Discount does not apply to new students or entering siblings.
- **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 2, 2023 (last day of school). Families granted the discount based on projected completion who do not meet the 25 service hour requirement by June 2, 2023 will have **the discounted amount of \$100/student added to the August 2023 FACTS installment payment**. Families who have paid their tuition in full will have the discounted amount billed to their FACTS account payable in August.
- **Reporting Hours** - Families are responsible for reporting their hours online through their FACTS SIS 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 the school website for instructions on how to report hours)
- **Registration Fees are Non-refundable**