

Registration General Information 2022-2023

- **Registration Fees Paid in Full or in 2 Payments** - Registration fees may be paid in total by March 25, 2022 or may be divided into two payments. If divided, the **Second Payment is added to your 2022-23 FACTS account to be withdrawn or charged on April 15, 2022.** Registration fees divided between separate parties must be received from both parties by the due date before a student may be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 2022-2023 school year, applications and supporting documentation are due by **April 30, 2022**.
- 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 March 25, 2022. 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, 2022.
- **Registration Fee Discount 15 Service Hours Completed** - Families who complete 15 Family Participation Hours of service for the current 2021-2022 school year are eligible to receive a **\$50 Registration Fee Discount per returning student** for the 2022-2023 school year. The Registration Fee Discount does not apply to new students or entering siblings.
- **Registration Fee Discount Projected 15 Service Hour Completion** - Families may be granted the Registration Fee Discount based on **projected** completion of the 15 service hours. Projected hours must be completed and recorded by June 3, 2022 (last day of school). Families granted the discount based on projected completion who do not meet the 15 service hour requirement by June 3, 2022 will have **the discounted amount of \$50/student added to the August 2022 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 SchoolSpeak 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 15 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**

FACTS Payment Plan Information 2022-2023

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.**

New (Change) Method of Payment – 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 & Pay Extension in Installments - FACTS only allows the selection of (1) Payment Plan. If tuition is to be paid in full by June 30, 2022 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. This includes a grandparent or other friend or relative who may be assuming partial or full responsibility for payment.

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.

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

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