

Form for New Students

Please complete & email to Lynda Lammerding, llammerding@stfranciselem.org

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: \$700.

1.	_____	_____	Registration Fee	^{Full Pay} _____ \$700
	New Student's Name	Grade in Fall		
2.	_____	_____	Registration Fee	_____ \$700
	New Student's Name	Grade in Fall		
3.	_____	_____	Registration Fee	_____ \$700
	New Student's Name	Grade in Fall		

\$ _____
TOTAL

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 May 24, 2024.

2024-2025 Extended Day Care (Extension) Registration

Please complete & email to

Lynda Lammerding llammerding@stfranciselem.org

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.

_____ Grade in Fall

Full Time or Part Time

_____ Grade in Fall

Full Time or Part Time

_____ Grade in Fall

Full Time or Part Time

_____ Grade in Fall

Full Time or Part Time

Extension Options for the 2024-2025 School Year!

Full Time Extension – Flat Rate \$3750 per student. Includes mornings as early as 7am and after school care up to 6:00pm all school days.

Part Time Extension – Flat Rate \$2950 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.



Step 3. Complete & Return

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 2024-2025

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

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

Tuition and Fees —based on 180 school days	<i>3% Early Pay in Full</i>		<i>Installment Payments</i>	
		<u>Tuition Amount</u>		<u>Tuition Amount</u>
TUITION	1 student	\$7,096due by 6/30/24		\$7315.....per year
	2 student	\$14,192due by 6/30/24		\$14,630
	3 students	\$21,288due by 6/30/24		\$21,945
	4 students	No Charge 4 th Student		
FEES	Registration Fee / Returning Student / New Student (Non-refundable)			\$700.....per year
	Family Participation Registration Fee Discount			(\$100)
	Late Registration Fee / Returning Student (applied after April 30, 2024)			\$50
EXTENSION FEES	Full-time TK to Grade 8 / Student (available daily until 6:00 pm)			\$3750.....per year
	Part-time TK to Grade 8 / Student (available daily until 4:30 pm)			\$2950
	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			\$100

Family Participation Registration Fee Discount (available to continuing families only)
 25 Family Participation Hours of service for the 2023-2024 school year must be completed and entered in Service Hours in FACTS SIS.

Tuition and Extension Payment Options for the 2024-2025 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, 2024

Pay in Full Extension Only – Paid through FACTS by August 20, 2024 ___ Full-time ___ Part-time

Pay in Full Early Pay Tuition 3% Discount and Pay in Full Extension – Paid through FACTS by June 30, 2024 (Tuition) and Paid through FACTS by August 30, 2024 (Extension) ___ Full-time ___ Part-time

Installment Plans – Paid through FACTS as indicated per Installment Plan

		<u>Tuition</u>	<u>Extension</u>
___ 9 Month Plan – due 8/24 to 5/25 with no payment 3/25	for	___	___ Full-time ___ Part-time
___ 10 Month Plan – due 7/24 to 5/25 with no payment 3/25	for	___	___ Full-time ___ Part-time
___ 11 Month Plan – due 6/24 to 5/25 with no payment 3/25	for	___	___ Full-time ___ Part-time
___ Quarterly Plan – due 7/24, 10/24, 1/25, and 4/25	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.

Important Last Step!

Visit <https://factsmgt.com>

Click on **Family Login**

Log in to **FACTS Family Portal**.

Even though you are looking to set up a payment plan, choose the Family Portal link.

Step 1: Create a Family Portal Account

- Select **Create New Family Portal**
- Enter your email address as provided in your application to the school.
- Click **Create Account**
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes this link will remain active for 6 hours.

Step 2: Access Family Portal

- Please go to **FACTS Family Portal**
- Type in your username and password.
 - Navigate to the **Financial** on the **left menu** of the Family Portal site.
 - Click on **Financial Home** in the Financial Links Box
 - Click **Set up a Payment Plan**

Follow prompts to set up your 2024-2025 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.

2024-2025 FACTS Payment Plans Explained

Information to assist in selecting the right payment plan.

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.**

FAQ's Continued next page

FAQ's continued

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 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)

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, 2024 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).
- **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.

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