

Registration for Returning Families in 4 Easy Steps

- STEP 1. Complete & return**
2022- 2023 School Registration Form for Returning Students & New Sibling
- Step 2. Complete & return if enrolling** 2022-2023 Extension Registration
- Step 3. Complete & return** School Financial Agreement for 2022-2023
- Step 4. Complete Online** FACTS Online Payment Plan 2022-2023 – 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: March 25, 2022

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

Forms & Payment Due by March 25, 2022

Form for Returning Students & New Siblings

Please complete & email to

llammerding@stfranciselem.org Families Last Name A-M **bvillalva@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 15 service hours by 6/3/22.

		Full Pay	* Partial Pay
1.	_____	Registration Fee _____ \$600	* _____ \$300
	Returning Student's Name Grade in Fall	Registration Fee Discount _____ - \$50	_____ - \$25
2.	_____	Registration Fee _____ \$600	* _____ \$300
	Returning Student's Name Grade in Fall	Registration Fee Discount _____ - \$50	_____ - \$25
3.	_____	Registration Fee _____ \$600	* _____ \$300
	Returning Student's Name Grade in Fall	Registration Fee Discount _____ - \$50	_____ - \$25
4.	_____	Registration Fee _____ \$600	* _____ \$300
	Returning or New Entering Sibling Name Grade in Fall	Registration Fee Discount _____ - \$50	_____ - \$25
		(Add if paid after March 25th) Registration Late Fee _____ \$50	_____ \$50
		\$ _____	\$ _____
		TOTAL	TOTAL

***Partial Payment Balance due will be automatically charged/withdrawn from FACTS payment account 4/15/22**

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 Deadline is March 25, 2022. New students awaiting placement will be accepted following the deadline.

***Registration Fees are Non-refundable**



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 2022-2023

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

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

Tuition and Fees —based on 180 school days	3% Early Pay <u>Tuition Amount</u>	Full Tuition after 6/30/22 or <u>Installment Payments</u>
TUITION		
1 student	\$6,571.75.....due by 6/30/22	\$6,775.....per year
2 student	12,876.75.....due by 6/30/22	13,275
3 students	19,021.70.....due by 6/30/22	19,610
4 students	19,021.70.....due by 6/30/22	19,610
FEES		
*Registration Fee / Returning Student / New Student		600.....per year
Family Participation Registration Fee Discount		(50)
Late Registration Fee / Returning Student (applied after March 25, 2022)		50
EXTENSION FEES		
Full-time TK to Grade 8 / Student (available daily until 6:00 pm)		3,400.....per year
Part-time TK to Grade 8 / Student (available daily until 4:30 pm)		2,675
Late Extension Pickup Fee / 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

***Registration Fees are non-refundable**

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

15 Family Participation Hours of service for the 2021-2022 school year must be completed and entered in Parent Hours in SchoolSpeak.

Tuition and Extension Payment Options for the 2022-2023 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, 2022**
- Pay in Full Extension Only – Paid through FACTS by August 20, 2022** ___ Full-time ___ Part-time
- Pay in Full Early Pay Tuition 3% Discount and Pay in Full Extension –Paid through FACTS by June 30, 2022 (Tuition) and Paid through FACTS by August 30, 2022 (Extension)** ___ Full-time ___ Part-time
- Installment Plans – Paid through FACTS as indicated per Installment Plan**
- | | Tuition | Extension |
|---|---------|-----------------------------|
| ___ 9 Month Plan – due 8/22 to 5/23 with no payment 3/23 for | ___ | ___ Full-time ___ Part-time |
| ___ 10 Month Plan – due 7/22 to 5/23 with no payment 3/23 for | ___ | ___ Full-time ___ Part-time |
| ___ 11 Month Plan – due 6/22 to 5/23 with no payment 3/23 for | ___ | ___ Full-time ___ Part-time |
| ___ Quarterly Plan – due 7/22, 10/22, 1/23, and 4/23 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.

Step. 4 Online Payment Plan Set up

Last Step!

Please visit factsmgt.com (FACTS Management Company) to set up your online 2022-2023 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.