

## Forms & Payment **Due by May 2, 2025**

### Form for Returning Students & New Siblings

Please complete & email to

Lynda Lammerding, [llammerding@stfranciselem.org](mailto:llammerding@stfranciselem.org) (A-M) or Marilee Manning, [mmanning@stfranciselem.org](mailto:mmanning@stfranciselem.org) (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: \$700. Discount applies to families who have **completed & recorded** 25 service hours by 5/30/25.

1. _____	_____	Registration Fee	Full Pay	_____ \$700
Returning Student's Name	Grade in Fall	Registration Fee Discount	_____ - \$100	

2. _____	_____	Registration Fee	_____ \$700
Returning Student's Name	Grade in Fall	Registration Fee Discount	_____ - \$100

3. _____	_____	Registration Fee	_____ \$700
Returning Student's Name	Grade in Fall	Registration Fee Discount	_____ - \$100

_____	_____	Registration Fee	_____ \$700
New Entering Sibling Name	Grade in Fall	Registration Fee Discount	NA

**Graduation Fee per 8<sup>th</sup> Grade student** \_\_\_\_\_ \$100

\$ \_\_\_\_\_  
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 2, 2025.** New students awaiting placement will be accepted following the deadline.

## 2025-2026 Extended Day Care (Extension) Registration

Please complete & email to

Lynda Lammerding, [llammerding@stfranciselem.org](mailto:llammerding@stfranciselem.org) (A-M) or Marilee Manning, [mmanning@stfranciselem.org](mailto:mmanning@stfranciselem.org) (N-Z)  
or deposit in 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

\_\_\_\_\_  
New TK or K Sibling

\_\_\_\_\_  
Grade in Fall

Extension after school only up to 3:15 pm

### Extension Options for the 2025-2026 School Year!

**Full Time Extension** – Flat Rate **\$4000** per student. Includes mornings as early as 7am and after school care **up to 6:00pm** all school days.

**Part Time Extension** – Flat Rate **\$3200** per student. Includes mornings as early as 7am and after school care **up to 4:30pm** all school days.

### **Extension FAQ's**

**Emergency Extension** - \$30 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.**

**TK/K Siblings Extension** - TK/K students with a 1:30pm dismissal and 2:30pm dismissal, who have a **sibling not enrolled** in extension in grades 1-8, may stay in extension at no cost. This courtesy is extended as long as the students are picked up promptly at the dismissal time of the older student.



**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 2025-2026**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_  
 \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

TUITION and Fees	—based on 180 school days		3% Early Pay in Full	Installment Payments
			<u>Tuition Amount</u>	<u>Tuition Amount</u>
<b>TUITION</b>	1 student	\$7,503	.....due by 6/30/25	\$7735.....per year
	2 student	\$15,006	.....due by 6/30/25	\$15,470
	3 students	\$22,509	.....due by 6/30/25	\$23,205
	4 students	No Charge 4 <sup>th</sup> Student		
<b>FEES</b>	Registration Fee / Returning Student / New Student (Non-refundable)			\$700.....per year
	Family Participation Registration Fee Discount			(\$100)
	Late Registration Fee / Returning Student (applied after May 15,2025 )			\$50
<b>EXTENSION FEES</b>	Full-time TK to Grade 8 / Student (available daily until 6:00 pm)			\$4000.....per year
	Part-time TK to Grade 8 / Student (available daily until 4:30 pm)			\$3200
	Late Extension Pickup Fee / Student / Day			\$25
	Emergency Extension/Student/Day			\$30
<b>ADDITIONAL CHARGES</b>	Returned Item Charge			\$35
	Sports Activity Fees / Sport, fees range in price per sport (due prior to 1 <sup>st</sup> practice)			
	8 <sup>th</sup> Grade Graduation Fee / 8 <sup>th</sup> grade Student			\$100

**Family Participation Registration Fee Discount (available to continuing families only)**  
 25 Family Participation Hours of service for the 2024-2025 school year must be completed and entered in Service Hours in FACTS SIS.

**Tuition and Extension Payment Options for the 2025-2026 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, 2025**

**Pay in Full Extension Only – Paid through FACTS by August 20, 2025**      \_\_\_\_\_ Full-time      \_\_\_\_\_ Part-time

**Pay in Full Early Pay Tuition 3% Discount and Pay in Full Extension –Paid through FACTS by June 30, 2025 (Tuition) and Paid through FACTS by August 30, 2025 (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 8/25 to 5/26 with no payment 3/26	for	_____	_____ Full-time	_____ Part-time
_____ 10 Month Plan – due 7/25 to 5/26 with no payment 3/26	for	_____	_____ Full-time	_____ Part-time
_____ 11 Month Plan – due 6/25 to 5/26 with no payment 3/26	for	_____	_____ Full-time	_____ Part-time
_____ Quarterly Plan – due 7/25, 10/25, 1/26, and 4/26	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

### 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.

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 2025-2026 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.

### *2025-2026 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 5<sup>th</sup> or 20<sup>th</sup> 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 5<sup>th</sup>, 20<sup>th</sup> 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, 2025 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](mailto:llammerding@stfranciselem.org)**

