

2025-2026 School Registration **Step 1. Complete & return**
Forms & Payment Due by May 16, 2025

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: _____

Please do not write other parent name if residing in the same household.

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 May 16, 2025

2025-2026 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.

Student's Name _____ Grade in Fall _____

Student's Name _____ Grade in Fall _____

Student's Name _____ Grade in Fall _____

New TK or K Sibling _____ **Grade in Fall** _____

Full Time or Part Time

Full Time or Part Time

Full Time or Part Time

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 |
|---|---|-----------------------------------|----------------------|
| | Tuition Amount | | Tuition Amount |
| TUITION | 1 student | \$7,503due by 6/30/25 | \$7735.....per year |
| | 2 student | \$15,006due by 6/30/25 | \$15,470 |
| | 3 students | \$22,509due by 6/30/25 | \$23,205 |
| | 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 May 15,2025) | | \$50 |
| EXTENSION FEES | 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 |
| 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 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

| | | Tuition | Extension |
|---|-----|---------|------------------------------------|
| _____ 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.

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 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 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.**

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, 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