



Dear Returning Parent,

It is now time to register your child/children for the **2024-2025** school year!

Tuition will remain at \$6,500.00 per child. The registration fee is **\$100.00 per family**. Both still lower than other Catholic Schools in our area. The good news at SFDS is that last year we had 3 classes fill up and 2 had "waiting" lists. The bad news is that we have lost current students who did not complete registration and their respective classes were full. *You are encouraged to return your **completed** registration packet immediately to reserve your child's seat in class.*

Returning student registration forms AND EdChoice Scholarship Application will be sent home to each student on January 8, 2024. We encourage current families to return their complete registration packet(s) as soon as possible.

A complete registration packet must have the following:

- Pink registration form(s)
- \$100.00 Registration Fee (per family)
- EdChoice Renewal Application and your **current** proof of address
- If you are enrolling a child new to SFDS, you will need to complete a NEW Student Registration Packet for that child. (See NEW STUDENTS on back)

OhioEdChoice IMPORTANT: The Dept. of Education (EdChoice) will begin to accept applications for *renewal* and *new* students on February 1, 2024. **You are reminded that scholarships, state wide, will be awarded on a "first come/first served" basis determined by the date your application/renewal is uploaded in the system.**

ALL families not receiving the OEC Scholarship **are required to enroll** online with **FACTS Management & Tuition Aid Assessment Services to sign up for one of their easy payment options. It is through FACTS that you can *apply for CISE financial aid* and the Catholic Education Foundation funds.** St. Francis de Sales school will continue to pay the enrollment fee of \$40 per family. You will need to pay the fee (only 1 fee for both) for the Grant and Aid Application for CISE financial aid and Catholic Education Foundation funds. *The FACTS information sheet with link is included in your registration packet.*

If your child is in need of bus service, Cincinnati Public Schools requires one form of proof of address. They will only accept a **current** Gas and Electric Bill, Water Bill or a signed Lease with all pages attached. Without one form of proof of address your child/children's name(s) will not be added into the CPS system and your child/children will not receive bus service.

OVER →

NEW STUDENTS – If you are enrolling another child who is entering St. Francis de Sales for the **2024-2025** school year for the **first time**, you will need to send in the following:

- New Student Registration form (green)
- The final report card from the 2022-2023 school year and an up to date copy of the report card for 2023-2024 school year. (Not applicable for students entering Kindergarten)
- An IEP (Special Education Program) if applicable
- Birth Certificate
- Shot Records (**Must be up to date**)
- Baptismal Certificate (if Catholic)
- One (1) current form of **Proof of Address**
- Probation Form (Grades K-8)
- Records Request form
- Student Data Form (for bus transportation)
- **All new students in grades 3 through 8 will be tested for academic ability and placement before they are accepted.**

All students in grades K-8 **must** be up to date on **all** required immunizations.

All students enrolling in kindergarten must have the following submitted to the school office before the first day that St Francis deSales School is in session:

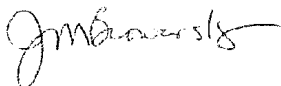
- **Kindergarten needs 2 doses of Varicella prior to entry to school**
- DPT – 4 doses (5 doses if 4th dose received before 4th birthday)
- Polio (OPV or IPV) 4 doses if 3rd dose received before 4th birthday
- Hepatitis B -3 doses
- MMR – 2 doses
- Varicella – 2 doses
- **7th grade requires one additional dose of TDAP as a booster and the Meningococcal (MCV4)**

** Students who are not in compliance with State law (RC3313.67) on having all the required immunizations, will be excluded from class until a current immunization record is presented.** Our school Nurse will screen the incoming Kindergarten students to ensure that all required vaccinations have been administered before the start of school.

We urge you to register your child(ren) by **January 31st** to guarantee a seat for your child in the classroom. Ms. Brandon and Mrs. McDowell are in the office Monday through Friday, 8:00 AM until 4:00 PM to accept registrations.

St. Francis de Sales School has served this community well for over 145 years. We want to continue to offer quality education, and find it a privilege to work with you and your children.

Sincerely,



Joanne Browarsky
Principal

DATE _____



Rooted in Faith,
Achieving Excellence,
Serving Others

PLEASE PRINT CLEARLY**RETURNING Student Registration Form 2024-2025**

REQUIRED ITEMS : _____ \$100.00 REGISTRATION FEE-per Family non-refundable
 _____ PINK Registration Form
 _____ Current Proof of Address
 _____ EdChoice Renewal Packet

* Your child's seat will not be secured until you have turned in all required registration paperwork.*

PRIMARY PARENT OR GUARDIAN:

NAME: _____ PHONE: () _____

DOB: _____ E-MAIL: _____

RETURNING STUDENT(S) INFORMATION:

<u>Student(s) Name: Last, First</u>	<u>GRADE for 24-25</u>	<u>Annual tuition:</u>
CHILD #1: _____	_____	<u>\$6500.00</u> (per child)
CHILD #2: _____	_____	<u>\$6500.00</u> (per child)
CHILD #3: _____	_____	<u>\$6500.00</u> (per child)
CHILD #4: _____	_____	<u>\$6500.00</u> (per child)
CHILD #5: _____	_____	<u>\$6500.00</u> (per child)

Total Tuition Due: _____

PARENT TUITION AGREEMENTFinancial Assistance & Monthly Payments:

- ❖ All families who do *not* qualify for one of the Ohio EdChoice Scholarships are required to enroll with FACTS Tuition Management Services, and select one of their convenient payment plans.
 - ❖ Payments through FACTS are due every month beginning August 5, 2024 with final payment(s) being on May 5, 2024.
 - ❖ Financial Aid is available from the Catholic Education Foundation, CISE Tuition Aid Program, and the Kremer Foundation accessible by completing the FACTS Grant Aid and Assessment along with all required documents for submission.
- ** See FACTS sheet for instructions or go to their website, <https://online.factsmtg.com/signin/3XCXW> **

Ohio EdChoice Scholarships

- ❖ SFDS office staff will submit, on your behalf, your completed EdChoice Renewal Packet along with all required documents.
- ❖ The deadline to turn in your completed OH EdChoice application(s) to the SFDS office is Monday, April 1, 2024.

PARENT AGREEMENT

_____ I understand that I am making the choice to send my child(ren) to St. Francis de Sales School that is a *tuition-based* parochial school whose mission is to offer a quality Catholic Education. I agree to uphold my financial obligation, as noted above, and also support the mission of St Francis deSales School by following the guidelines of the Parent/Student Handbook, participate in school activities and fundraisers, attend Parent Teacher Conferences and keep friendly communication with the teachers and administrators.

_____ I agree to the terms of this registration contract and I certify that all the above information I have given, is true and correct.

Parent/Guardian Signature: _____

EdChoice Scholarship Program Renewal Form 2024-2025

STUDENT INFORMATION	***Student data MUST match the Birth Certificate***	
	NAME: _____ (First) (Middle) (Last)	
	DATE OF BIRTH: _____	GENDER: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
	GRADE STUDENT WAS IN ON JANUARY 1, 2024: _____	
	SCHOOL CURRENTLY ATTENDING: _____	
WHAT SCHOOL DISTRICT DO YOU LIVE IN?: _____		
PARENT/GUARDIAN SIGNING SCHOLARSHIP CHECKS		
I AM THE (CHECK ONE) <input type="checkbox"/> Natural Parent <input type="checkbox"/> Residential Parent <input type="checkbox"/> Adoptive Parent <input type="checkbox"/> Student who is at least eighteen years of age <input type="checkbox"/> Legal Guardian of student applying for scholarship funds (court documents or Affidavit of Eligibility required)		
PRIMARY PARENT/GUARDIAN	NAME: _____ (First) (Middle) (Last)	
	DATE OF BIRTH: _____	LAST FOUR DIGITS OF SSN: _____
	PHYSICAL ADDRESS: _____	
	CITY: _____	STATE: _____ ZIP CODE: _____ COUNTY: _____
	PHONE NUMBER: _____	EMAIL ADDRESS: _____
	RELATIONSHIP TO STUDENT: _____	
SECONDARY PARENT/GUARDIAN	NAME: _____ (First) (Middle) (Last)	
	DATE OF BIRTH: _____	LAST FOUR DIGITS OF SSN: _____
	PHYSICAL ADDRESS: _____	
	CITY: _____	STATE: _____ ZIP CODE: _____ COUNTY: _____
	PHONE NUMBER: _____	EMAIL ADDRESS: _____
	RELATIONSHIP TO STUDENT: _____	

Return to the private school with a copy of current utility bill showing matching service and mailing addresses.

EdChoice Scholarship Program Renewal Form 2024-2025

INCOME	<p>***ATTENTION: Income verification is not required to apply for a Traditional EdChoice Scholarship. Families may qualify for low-income status if they choose to have their income verified for the Traditional EdChoice Scholarship. To complete the Income Verification process, parents may submit online using the <u>secure Income Verification system</u> complete and mail the paper form. Emailing documents is not permitted.</p>
ADDRESS VERIFICATION	<p>***Proof of residency is required of all renewal applicants and must be submitted to the school with the application.***</p> <p>Parents/Guardians must document residency by providing the school with a current (less than 90 days old) utility bill. The utility (electric, gas, water, sewer, cable/internet) bill must show matching service address and mailing address in the name of the parent/guardian. Post office boxes (except in rural areas where residents only have a PO Box) and cell phone bills have no service address and therefore are not accepted.</p> <p><i>Other Acceptable Documents:</i> A monthly mortgage statement (less than 90 days old) or lease/rental agreement (signed by lessee and lessor) and a piece of current business mail (examples: pay stub, bank statement, insurance statement, car payment statement, etc.) with parent/guardian's name and address.</p> <p>***Additional information can be found on the scholarship webpage.***</p>

2024-2025 EDCHOICE PARENT AGREEMENT

I _____ AGREE TO THE FOLLOWING:
(Parent Name)

- The information provided in this application is true and correct.
- I have supplied the chartered nonpublic school with a certified copy of the student's birth certificate, copies of all custody/guardianship documentation for the student, and proof of my address.
- I have submitted only one EdChoice application for this student.
- The scholarship amount shall only be applied to the tuition of the enrolling school, and I may be required to pay other fees and costs as prescribed by the policies of the school.
- I will sign all scholarship checks received by the private school for my student in a timely manner. I understand that if I fail to endorse the scholarship checks to the school, I will be responsible for paying the student's tuition.
- If I transfer my scholarship to another participating chartered nonpublic school, I will notify the school of my intent to withdraw and I will return to the original school to sign any remaining checks.
- I will apply for any and all financial aid or tuition discounts and adjustments made regularly available to the students attending the school in which the student is accepted for enrollment.
- I will abide by the Ohio Department of Education (ODE) dispute resolution process outlined in Ohio Administrative Code Section 3301-11-14.
- If I am not a low-income parent or did not complete the income verification process, I will be responsible for paying any difference between the scholarship amount and the tuition of the chartered nonpublic school.
- I must inform ODE and the chartered nonpublic school of any change in the student's residential address or custodystatus.
- I will not be able to renew my child's scholarship if: 1) my family moves to another public school district unless my child would be assigned to an EdChoice designated public school in the new district (applicable only to students who were initially awarded a scholarship based on an EdChoice designated building); 2) my child does not complete all required assessments; 3) my child has more than 20 unexcused absences for the school year; or 4) I fail to complete the renewal process. If my child received an EdChoice Expansion scholarship, I must maintain Ohio residency.
- I have received and understand the policy handbook of the chartered nonpublic school and will abide by its provisions.
- I understand that if my child's scholarship has been awarded in error, it will be terminated immediately, and I would then be responsible for paying the tuition if I decide to keep my child at the private school.

I designate _____ to submit an application on my behalf for the Scholarship Program
(Name of Private School)

through the Ohio Department of Education's electronic application system. By signing below, I agree to the above statements.

Parent/Legal Guardian signing the tuition check

Date Signed Signature of

Return to the private school with a copy of current utility bill showing matching service and mailing addresses.



Dear Parents,

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. St. Francis de Sales has partnered with **FACTS Management Company** to help us manage our tuition payment program and financial aid assessment. FACTS is used by many schools locally and over 5,000 nationally.

With FACTS, the school continues to maintain decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

To access St. Francis de Sales' FACTS portal:

By clicking the FACTS link: <https://online.factsmgmt.com/signin/3XCXW>, you will create your log in credentials, enter your information, and choose your payment plan & payment date. It only takes a few minutes to enroll. You will be given an **Applicant Id Number** to use for applying for **Financial Aid**. (See below for instructions for the FACTS Grant & Aid Assessment application process.)

A Few Things To Know:

- **Payment Dates & Plans:** You may choose either the **5th or 20th** of the month as your scheduled payment date. You may choose to pay in full or schedule your payments through a convenient payment plan.
- **Enrolling in FACTS:** Enroll in FACTS by going online at: <https://online.factsmgmt.com/signin/3XCXW>
- **Convenience & Security:** Your payments are processed through a secure electronic funds transfer. Automatic payments can be made from a checking or savings account or from a variety of credit cards (if applicable). You can choose to have email reminders sent in advance of your payment due date if preferred.
- **Peace of Mind Insurance:** FACTS offers this **optional** benefit for only \$14 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
- **Your consumer portal:** You may check your personal online account anytime to view your payment history, next scheduled payment, change between financial accounts, or make a payment on-line.

FACTS Grant & Aid Assessment to apply for: C.I.S.E. and Catholic Education Foundation Funds-

After completing your profile and setting up your payment plan, click on the Grant & Aid Assessment link and complete your application. You only need to complete ONE application for BOTH funds but there are different deadlines. See below:

Families applying for the **Catholic Education Foundation** financial aid and C.I.S.E. aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by January 30, 2024.

Families applying for **C.I.S.E.** financial aid, once *the deadline for the Catholic Education Foundation aid expires*, will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by March 31, 2024. Once an online application has been completed, the following information will need to be uploaded to FACTS to complete the application process:

FACTS at: online.factsmgmt.com/aid

- Copies of your 2023 Federal tax forms including all supporting tax schedules.
- Copies of your 2023 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in PDF format online.

Documentation can also be faxed to 1-866-315-9264 or mailed to the address below. **Please be sure to include the Applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-441-4637.



St. Francis
de Sales
School

Rooted in Faith
Achieving Excellence
Serving Others.

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