

Dear Prospective Preschool Parent,

As you requested, we are sending the enclosed registration material for enrolling your child for the **2021-2022** school year. Registration for Preschool is on a first come basis.

Tuition for Preschool is **\$5200.00 or \$150.00 per** week. There is a *non-refundable* registration fee of **\$100 per family**.

St. Francis de Sales school accepts Hamilton County vouchers. If you're using the voucher system now, or you need to apply for a voucher you must go on the website www.jfs.ohio.gov to apply and/or change your voucher to St. Francis de Sales Preschool **before** the 1st day of school.

We are also blessed to be able to offer limited C.I.S.E. financial aid to help with tuition costs. See back of form for instructions on how to apply for the financial aid and set up your payment plan.

The following materials must be returned ***with the Registration form:***

- Registration fee \$100.00
- Birth Certificate
- Shot Record- updated
- Physical form (due by the third week of school)

Only complete registrations will be accepted.

In Jesus' name,

Joanne Browarsky

Principal

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 back 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 tab 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, 2021**.

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, 2021**. 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 **2020** Federal tax forms including all supporting tax schedules.
- Copies of your **2020** 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.