



## 2023-2024 NEW STUDENT REGISTRATION

### Preschool, Kindergarten through Grade 8

*St. Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

Welcome to St. Mary Catholic School! It is a great honor having you consider our school to educate your children. Trust that we will provide you with daily examples of our love for Christ, as well as, provide your children with an excellent academic education. Please read the enclosed information carefully and remember we are always here to answer any of your concerns.

Mrs. Lisa, De Core, Principal

#### Please submit a copy of the following documents

- 1) Student's Birth Certificate
- 2) Baptismal Certificate
- 3) Immunization Records
- 4) Legal Custody Verification

#### Please complete and return

- 1) Completed New Registration Packet
- 2) Transfer of Records (for New Students Grades 1-8)
- 3) \$250 Registration Fee-Kdg-Gr.8 per family
- 4) \$100 Registration Fee-Preschool per family

*All registration fees are non-refundable*

Students registered for the St. Mary School Kindergarten program will be screened at St. Mary School.

#### **TUITION:** FACTS Management Company offers three (3) payment plan options:

(Please refer to page 6, in this packet, for more information on FACTS Management Company)

1. Full Payment due July, 2023
2. Semi-annual Payment due July, 2023 & January, 2024
3. An 11 month tuition payment plan, July, 2023 through May, 2024

**Kindergarten–Grade 8 Tuition for the 2023-2024 School Year** (*Kdg student must be 5 years old by August 1, 2023*)

**\$6,500 per child**

#### **Preschool Tuition for the 2023-2024 School Year** (*Rates posted apply to all Preschool students*)

<b>Preschool P3 Program</b> (3 years of age) \$1,500 per child 9:00 - 11:00 AM Monday & Tuesday Child must be 3 by August 1, 2023, to enroll	<b>Preschool P4</b> (4 years of age) \$1,800 per child 9:00 - 11:30 AM Wed/ Thurs/ Fri Child must be 4 by August, 2023, to enroll	<b>Preschool PK</b> (4-5 years of age) \$2,300 per child 12:45-3:05 PM Tues/ Wed/ Thurs/ Fri Child must be 4 by August, 2023, to enroll
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**Financial Aid** Families applying for Diocesan financial aid, as well as St. Mary Parish financial aid, must complete an online application with FACTS Management. The FACTS link is on our school website, [smsbarea.org](http://smsbarea.org). A \$35 application fee is required. The financial aid application must be received by March 15, 2023. Completing this application does not guarantee any financial assistance.



2023-2024

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Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Last) (Father) (Mother)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ Cell Number (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

☐ We are parishioners of St. Mary Catholic Church, attend Mass, and financially support the Parish weekly. **(Active parishioner membership verified prior to enrollment & tuition acceptance).**

☐ We are Non-parishioners

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**NEW STUDENT NAME(S)**

**GRADE**

**BIRTHDATE**

**ETHNICITY** (please select)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Black/Afric Amer ☐ Asian ☐ Amer Indian ☐ Unknown  
☐ White ☐ MultiRacial ☐ Hispanic ☐ Native Hawaiian

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Black/Afric Amer ☐ Asian ☐ Amer Indian ☐ Unknown  
☐ White ☐ MultiRacial ☐ Hispanic ☐ Native Hawaiian

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ Black/Afric Amer ☐ Asian ☐ Amer Indian ☐ Unknown  
☐ White ☐ MultiRacial ☐ Hispanic ☐ Native Hawaiian

New student will need special services, i.e. speech, remediation services, or LD services? ☐ Yes

→ \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature of Parent/ Guardian Date

Why have you chosen St. Mary Catholic School for your child's education?

☐ Reputation ☐ Recommended ☐ Catholic Values ☐ Location ☐ Curriculum/ Academics ☐ Faculty

How did you hear about St. Mary Catholic School? \_\_\_\_\_

**Financial Aid:** Families applying for Diocesan financial aid, as well as St. Mary Parish financial aid, must complete an online application with FACTS Management. The FACTS link is on our school website, [smsbere.org](http://smsbere.org). A \$35 application fee is required. The financial aid application must be received by March 15, 2023. Completing this application does not guarantee any financial assistance.

For Office use only:

Tuition Total (\*23-24) \_\_\_\_\_  
Registration Fee \_\_\_\_\_  
CK # \_\_\_\_\_  
Date \_\_\_\_\_



For Office use only:

Tuition Total '23-24 \_\_\_\_\_  
 Registration fee \_\_\_\_\_  
 Date \_\_\_\_\_  
 Balance Due \_\_\_\_\_  
 CK # \_\_\_\_\_

## 2023-2024 TUITION PAYMENT PREFERENCE

*St. Mary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

Responsible Parent Name \_\_\_\_\_

(Please Print Clearly)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Student Name 1) \_\_\_\_\_ Grade \_\_\_\_\_ 2) \_\_\_\_\_ Grade \_\_\_\_\_  
 3) \_\_\_\_\_ Grade \_\_\_\_\_ 4) \_\_\_\_\_ Grade \_\_\_\_\_

All tuition payments, **excluding registration fee**, for St. Mary Catholic School will be collected by FACTS Management Company via electronic ACH payments from checking, savings or credit card. **If you do not currently have a FACTS account, you MUST create one online.** Please see the school website, [www.smsberea.org](http://www.smsberea.org), for additional instructions or call FACTS Management at (866) 441-4637.

### **INDICATE PAYMENT PREFERENCE for the 2023/24 School Year**

(A convenience fee is applied when credit or debit card is used, in addition to the minimal FACTS enrollment fee. (AMEX, Discover, Visa and MasterCard are accepted).

☐ Full Payment: Due July 15, 2023  
 The annual FACTS enrollment fee is \$5.00.

☐ 11 Monthly Payments: Due monthly (checking/ savings or credit card)  
 The annual FACTS enrollment fee is \$50.00

☐ Semi-Annual Payment: Due July 15, 2023 & January 15, 2024  
 The semi-annual FACTS enrollment fee is \$15.00.

### **REGISTRATION FEES *All registration fees are non-refundable***

#### **Registrants (per family)**

**\$100.00 Preschool Registration fee (P3, P4, PK)**

**\$250.00 Registration fee, (Kindergarten-Grade 8)**

Please select

- ☐ We are parishioner of St. Mary Church Berea, attend Mass, and support the parish financially. ☐ We are Non-parishioners of St. Mary Church Berea  
 (Active parishioner membership is verified prior to acceptance)

**If you have a child in both preschool and elementary school, both registration fees will need to be submitted.**

\* All new students enrolling in SMS for Preschool or Kindergarten for the 2023-24 School Year must submit a completed New Student Registration Packet. Thank you!

You must complete and return this form and the Legal Custody form to St. Mary Catholic School with the **non-refundable registration fee (separate from FACTS tuition payments)**. No exceptions. For questions, please call (440) 243-4555x11.

→ Responsible Parent Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office of Catholic Education - Diocese of Cleveland - Permanent Record Card



Date Entered:							
School Name:		Student Full Name:		Student ID#:		Gender:	
School City:		Student Birthdate:		Birthplace (City, St., Country)		Class of:	

Student Residential Address	City	County	Zip	Phone	Student Parish/City	Language Spoken at Home

Name of School Student Entered From	School City	School State	Type of School	Entering Grade
			<input type="checkbox"/> Parochial <input type="checkbox"/> Public <input type="checkbox"/> Home School <input type="checkbox"/> Other _____	

Existing Educational Support	Public School District of Residence	Name of Public School in Student Area	Miles to School
<input type="checkbox"/> IEP <input type="checkbox"/> Accommodation Plan			

Ethnicity							
<input type="checkbox"/> Native American	<input type="checkbox"/> Asian	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native Hawaiian/Pacific Islands	<input type="checkbox"/> White	<input type="checkbox"/> Two or More Races	<input type="checkbox"/> Unknown/Other <input type="checkbox"/> Do Not Wish to Disclose

Sacraments	Date	Church, City, State
Baptism		
First Communion		
Confirmation		

Student Lives With	Last Name	First Name	Email Address	Occupation	Employer	Best Contact Number
<input type="checkbox"/> Natural Mother						
<input type="checkbox"/> Natural Father						
<input type="checkbox"/> Custodial M						
<input type="checkbox"/> Custodial F						
<input type="checkbox"/> Legal Guardian/Other						
<input type="checkbox"/> Parenting Plan/Custody Plan - Copy of plan needs to be provided to the school						

Parents/Custodial Parents	Religion	Parent Status
<input type="checkbox"/> Natural Mother		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Remarried <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased
<input type="checkbox"/> Natural Father		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Remarried <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased
<input type="checkbox"/> Custodial M		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Remarried <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased
<input type="checkbox"/> Custodial F		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Remarried <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased
<input type="checkbox"/> Legal Guardian/Other		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Single <input type="checkbox"/> Remarried <input type="checkbox"/> Widowed <input type="checkbox"/> Deceased

Other Children in the Household/List Names & Birthdates				
1.	2.	3.	4.	5.





## Tuition Management

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

### FACTS CONFIRMATION NOTICE

Once your information is received and processed by FACTS, you will receive a confirmation notice. This notice will confirm your payment plan information. Please check this information for accuracy, and contact your school or FACTS with any discrepancies.

### Frequently Asked Questions

- **Is my information secure?**  
Yes. Your personal information, including payment information, is protected with the highest security standards in the industry. For more information on security, visit [FACTSmgt.com/Security-Compliance](https://FACTSmgt.com/Security-Compliance).
- **When will my payments be due?**  
Your payment schedule is set by your school, and your financial institution will decide the time of day your payments are processed.
- **What happens when my payment falls on a weekend or a holiday?**  
Your payment will be processed on the next business day.
- **What happens if a payment is returned?**  
Returned payments may be subject to a FACTS returned payment fee. Watch for a returned payment notice for additional information.
- **How do I make changes once my agreement is on the FACTS system?**  
Changes to your address, phone number, email address, or banking information can be made at [Online.FACTSmgt.com](https://Online.FACTSmgt.com) or by contacting your school or FACTS. Any changes to payment dates or amounts need to be approved by the school and the school will then need to notify FACTS. **All changes must be received by FACTS at least two business days prior to the automatic payment date in order to affect the upcoming payment.**
- **What is the cost to set up a payment plan?**  
If an enrollment fee is due, the amount of the fee is indicated when setting up your agreement. If applicable, the nonrefundable FACTS enrollment fee will be automatically processed within 14 days of the agreement being posted to the FACTS system.

### FACTS CUSTOMER SERVICE

We are committed to doing all we can to provide you with the highest quality customer service in the industry. Whether you want to view your account online or speak with one of our highly trained customer service representatives, FACTS is dedicated to serving you. **To view your payment plan details, log in to your FACTS account at [Online.FACTSmgt.com](https://Online.FACTSmgt.com). Customer Care Representatives are also available to assist you 24/7.**