



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.
- **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 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. Customer Care Representatives are also available to assist you 24/7.**



School Year '23-24

LEGAL CUSTODY

(All enrolled families must complete this form, in its entirety, yearly)

- | | | |
|----|--------------|-------|
| 1. | Child's Name | Grade |
| 2. | Child's Name | Grade |
| 3. | Child's Name | Grade |
| 4. | Child's Name | Grade |

Child's Residence

Street Address

City

Zip

Child(ren) reside with...

- | | |
|---|---|
| <input type="checkbox"/> Married, natural parents | <input type="checkbox"/> Divorced, natural parents shared parenting * |
| <input type="checkbox"/> Natural mother, step/adoptive father | <input type="checkbox"/> Only mother |
| <input type="checkbox"/> Natural father, step/adoptive mother | <input type="checkbox"/> Only father |
| <input type="checkbox"/> Grandparents (with legal custody) | <input type="checkbox"/> Other relative (with legal custody) Relationship _____ |
| <input type="checkbox"/> Other Please explain _____ | |

Residential parent/guardian information

Name

First Name

Last Name

Address

Street Address

City

Zip

Phone ()



Signature

Date

/ /

Is there a court order, or pending court order, affecting the custody and/or residency of the child?

☐ Yes ☐ No

Please attach a copy of the entire court order. The case number must be included; and sections referring to visitation rights and contacts with the school. Pages bearing the judge's signature and seal must be presented, as well. The court order copy must include any, and all, modifications made as of the date of registration of the child in this school. Parents/ and or guardians are responsible for informing the principal of any subsequent modifications during the child's tenure at the school.

Non-residential parent information

Name

First Name

Last Name

Address

Street Address

City

Zip

Phone

()

* Does the non-residential parent have visitation rights?

☐ Yes ☐ No

* Is the non-residential parent responsible for paying tuition?

☐ Yes ☐ No

* Is there a court decision stating the non-residential parent shall NOT receive school information or attend activities?

☐ Yes ☐ No

(If your family dynamic has changed, please provide the necessary legal documents. A complete copy of the most current Agreement must be kept on file in the school office. Please see Parent/ Student handbook for more details).



January 2023

Dear Parents and Guardians,

It's that time of the year to celebrate our Catholic Schools here in the Diocese of Cleveland and our own St. Mary School! There are a lot of great events planned and I hope, on behalf of all of us, that you will make every effort to join in the fun!

First and foremost, **THANK YOU** for your presence and commitment to our School and for the many sacrifices you make to ensure your daughters and sons receive a comprehensive academic education as well as learning the ways of our faith in the Lord! We are all pleased and privileged to be partners with you in teaching and nurturing your sons and daughters! Keep up your good work as we will do the same!

Secondly, let's talk tuition for the 2023-2024 School Year. There **WILL BE** a slight increase in tuition for next year; that is a **\$100 increase per child in Kindergarten through 8th Grade** and a **\$50 increase per child in Preschool**.

Thirdly, let's read about the Registration and Re-Registration process, the paperwork of which is included in this packet. As in the past, completing and submitting the paperwork and fee in a timely manner secures a place for your child(ren) for next year. Additionally, it is a vital piece of information for retaining faculty and staff as well as in the future need to hire additional faculty and staff. So, the bottom line is, complete and submit your paperwork by **March 1, 2023**.

Fourthly, St. Mary School **has been approved** to receive the Educational Choice, Educational Expansion, the Cleveland Scholarship and John Peterson Scholarship programs for **NEXT YEAR!** This is a tremendous boost to all of you as well as the reality of welcoming additional families with children to our School! That's great news for all of us and will be a HUGE advantage for those families who qualify for these Scholarships. Over the next many weeks and months, there **WILL BE** a lot of communication, meetings and messages about the details that will involve every one of you. More to come about that!

And lastly, **THANK YOU** again for your support and sacrifices to help St. Mary School be a bright light in the city of Berea and beyond. You, me, we can make this happen! So let's make St. Mary School – Today's Choice for Tomorrow's Success!

Fr. John Singler



2023/ 2024 RETURNING STUDENT REGISTRATION

- ⇒ **KDG-GR.8** \$250 Registration fee per family due at time of registration
(Includes: Education fee, Diocesan Student Tax, Technology fee, and educational costs)
- ⇒ **Preschool** \$100 Registration fee per family is due at time of registration
- ⇒ Registration & registration fee to be submitted by March 1, 2023
- ⇒ All registration fees are non-refundable
- ⇒ All current fees & tuition must be up to date prior to registering

Name _____ (Family Name) / _____ (Father) / _____ (Mother)

Address _____

City _____ State _____ Zip _____

Phone Number (_____) _____ Cell Number (_____) _____

Email _____ Email _____

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

☐ We are Non-parishioners.

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.

<u>STUDENT NAME(S)</u>	<u>GRADE</u>	<u>BIRTHDATE</u>	<u>ETHNICITY</u> (please select)
_____	_____	____/____/____	<input type="checkbox"/> Black/Afric Amer <input type="checkbox"/> Asian <input type="checkbox"/> Amer Indian <input type="checkbox"/> Unknown <input type="checkbox"/> White <input type="checkbox"/> MultiRacial <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian
_____	_____	____/____/____	<input type="checkbox"/> Black/Afric Amer <input type="checkbox"/> Asian <input type="checkbox"/> Amer Indian <input type="checkbox"/> Unknown <input type="checkbox"/> White <input type="checkbox"/> MultiRacial <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian
_____	_____	____/____/____	<input type="checkbox"/> Black/Afric Amer <input type="checkbox"/> Asian <input type="checkbox"/> Amer Indian <input type="checkbox"/> Unknown <input type="checkbox"/> White <input type="checkbox"/> MultiRacial <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Hawaiian

➡ **Parent/ Guardian Signature** _____ **Date** ____/____/____

★ Please **complete a NEW REGISTRANT PACKET** for any sibling(s) new to St. Mary 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, smsbarea.org. Completing this application does not guarantee any financial assistance.

For Office use only: Tuition Total '23-24 _____
Registration fee _____
Date _____
Balance Due _____
CK # _____



2023-2024 RETURNING 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 program and athletic and other school-administered programs.

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)*

Participating Parishioners of St. Mary Catholic Parish	Non Parishioners
\$4,100 per child	\$4,700 per child
\$7,600 for 2 children	\$8,600 for 2 children
\$10,700 for 3+ children	\$11,600 for 3+ children

Only Kindergarten through Grade 8 students can be included in the family plan.

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

Preschool P3 Program (3 years of age)	Preschool P4 (4 years of age)	Preschool PK (4-5 years of age)
\$1,500 per child 9:00 - 11:00 AM Monday & Tuesday Child must be 3 by August 1, 2023, to enroll	\$1,800 per child 9:00 - 11:30 AM Wed/ Thurs/ Fri Child must be 4 by August, 2023, to enroll	\$2,300 per child 12:45-3:05 PM Tues/ Wed/ Thurs/ Fri Child must be 4 by August, 2023, to enroll

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, smsberea.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

TUITION PAYMENT PREFERENCE FORM

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) _____

2) _____

3) _____

4) _____

Payment options available for the 2023-2024 School Year

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, for additional instructions or call FACTS Management at (866) 441-4637.

Indicate payment preference (A convenience fee is applied when credit or debit card is used, in addition to the minimal FACTS enrollment fee. (American Express, 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)

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 to St. Mary Catholic School with the Student Registration Application *and* the **non-refundable registration fee (separate from FACTS tuition payments)**. No exceptions. For questions, please call (440) 243-4555x11.



Responsible Parent Signature _____

Date ____/____/____