

Instructions for New FACTS Users

Welcome Saint Paul Parents/Guardians:

If you are a new family and are registering your child for the academic 2020-2021, please follow these steps:

First, be sure you have completed your school-based admissions application and have received an acceptance letter from the school.

- Visit <https://schools.worcesterdiocese.org/>
- Under “St. Paul Diocesan Jr.-Sr. High School” click on “For More Information, Registration and Financial Aid Resources, school down and click on “Enroll / Re-enroll with FACTS For Tuition Payment Plans and Financial Aid Application.”
- Create a new Username and Password.
- To complete the registration of your child, go to the left side of your FACTS Dashboard; please click on “Set up a Payment Plan”. Please follow all instructions provided to you to submit your tuition payment plan with FACTS. Once your tuition payment plan has been completed and submitted, your child will be officially enrolled as a student at Saint Paul Diocesan Jr.-Sr. High School.

Once you have completed your FACTS tuition payment plan, the Office of Student Accounts will enter the tuition rate, activity fee, and the \$195.00 non-refundable registration/processing fee and finalize your agreement on May 18, 2020. Once your agreement has been finalized by the Office of Student Accounts, you will receive a confirmation notice from FACTS via email correspondence regarding your tuition balance, payment date, and payment amount according to the plan you have chosen.

If you choose to apply for financial aid for the 2020-2021 academic year, please follow these steps:

- Under “FACTS Grant & Aid” click on “Start Application” on the right side of your FACTS Dashboard.
- Please follow all instructions provided to you by FACTS Grant & Aid to complete your application. Be sure to select the school name “Saint Paul Diocesan Jr. Sr. High School” under the student information section.
- FACTS will send you a confirmation email once you have completed your application. If you need assistance, please call 1-866-441-4637.

Please note the following important information and dates:

The above instructions for returning FACTS users, applies to domestic students only.

Friday, April 17, 2020: deadline for submitting a financial aid application through FACTS Grant & Aid Assessment.

Monday, May 11, 2020: award and regret notifications will be emailed to parents through FACTS Grant & Aid Assessment.

For school admissions assistance, please contact:

Mrs. Julie Kreuz
Admissions Coordinator
Saint Peter-Marian CCHS
kreuzj@spmguardians.org

(508) 852-5555 Ext. 114

Mrs. Wendy Yakstis
Admissions Coordinator
Holy Name CCHS
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508-753-6371