

Dear Parents,

This year we will begin the registration process early. Priority registration is now open for the 21-22 school year. In order to complete your registration, you must complete the following steps:

1. Log into your Option C Family Account. Click "office", Click "enrollment", Click "yes" or "no" for enrollment.
2. Log into your FACTS account and pay your registration fee & pick your payment plan.
3. Fill out the 3rd form in this packet & return to the school office by Friday, December 18th.

Thank you!

FACTS REGISTRATION

St. Antoninus currently uses FACTS for our tuition assistance and tuition processing. All families must register with FACTS to process their enrollment fee(s), incidental fees (if any), and tuition payment(s).

Even though current families are already in FACTS, please go to FACTS and choose your payment plan for the 2021-2022 school year. Once you pick your payment plan, the business manager will be able to go in and enter your tuition balance according to the plan you choose. Please contact Shannon Benvenuti, Benvenuti@saintantoninus.org 513-922-5400, ext. 3. **User name and password questions regarding FACTS, should be directed to FACTS, 1-866-441-4637.**

New Families, if you are not a current St. Antoninus Family, **you will need to register in FACTS** (our online tuition management system) to be able to be billed and pay for your school tuition. Please visit <https://online.factsmgt.com/signin/3XGHN> to register for FACTS.

FACTS plans, dates and fees for each:

Registration Fee - The **NON-REFUNDABLE** registration fee is \$100 for returning students and a \$150 for new students. This fee will be billed and collected through FACTS. Automatic bank withdrawal and credit card payments will automatically be deducted on April 15, 2021. If you are not set up for automatic withdrawal, you will need to go into your FACTS account and pay the registration fee by the April 15th deadline.

**New families- Any registration fees paid by check to the school office will be recorded in your FACTS account.*

- **One-time tuition payment - no FACTS fee** - payment will be due on June 10th. You may choose automatic withdrawal from your bank account, credit card (there is a small fee when using a credit card) or a check brought to the school office for the full tuition amount. Checks will **ONLY** be accepted when paying the full tuition amount. If you pay your tuition in full on June 10th you will receive a \$100 discount.
- **Two-time tuition payment - \$20 FACTS fee** - half of the payment will be due on June 10th or 25th (your choice), and the other half will be due in November (10th or 25th). You may choose to pay by automatic withdrawal from your bank account or credit card (a small fee applies). Checks will **NOT** be accepted with this method of payment.

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- **11 Monthly tuition payments - \$46 Facts fee** - tuition will be divided into 11 monthly payments, beginning in June 2021 and ending in April 2022. Payments will be due on either the 10th or 25th of each month (your choice). You may choose to pay by automatic withdrawal from your bank account or credit card (a small fee applies). Checks will NOT be accepted with this method of payment.
- **Other FACTS Fees:**
 - \$30 Non-sufficient funds fee
 - \$40 Late payment fee
 - \$30 Grant and Aid application fee
 - Credit card fee of 2.85% per transaction

*** Late fees will apply if payments are not made by the designated plan date. Additionally, a family may change/move their payment date up to two times without penalty. Thereafter, any further tuition payment date changes will incur a \$10 fee per date change.**

FINANCIAL AID FOR 2021-2022

School families can apply for financial assistance by accessing the FACTS financial aid link on the School website. Tuition assistance for St. Antoninus School is provided through the Tuition Assistance Program (TAP). Assistance is determined by need and any assistance awarded will be applied to the student's tuition balance in FACTS.

Families can also apply for financial assistance through the Archdiocese Catholic Education Foundation (CEF) tuition assistance program. Details are on our website. Initial applications will be accepted through January 31, 2021. Awards that are granted through CEF must be accepted by families by the end of April, 2021. All scholarships are needs-based and can be used at any Catholic elementary school within the Archdiocese of Cincinnati. Awards range from \$250 to \$1,200 per student. Awards from the Archdiocesan CEF must be redeemed and confirmed through St. Antoninus no later than the end of April. A copy of your CEF scholarship award must be submitted to the school office for credit to be applied to the school family's tuition account. Tuition assistance will be applied to your tuition balance once it has been awarded and accepted.

***Kindergarten tuition assistance is available through CEF and not through the St. Antoninus Parish Tuition Assistance Program. (TAP).** Families in grades 1-8 may apply for both CEF and TAP assistance.

In Parish & Out of Parish Tuition Rates-

In order to update our records, we are asking each current family to fill out the following information regarding parish status.

Family Name_____

Children’s names & grades for the 21-22 school year:

Name_____	Grade_____	Name_____	Grade_____
Name_____	Grade_____	Name_____	Grade_____
Name_____	Grade_____	Name_____	Grade_____

____Parish Tuition Rate- To qualify for parish tuition rates, you must be an active member of St. Antoninus Church, attend Mass regularly at St. Antoninus and use weekly church envelopes or online giving. I verify I qualify for the parish tuition rate. I understand that if I do not fulfill the above requirements, I will be charged the non-parish rate of tuition.

____Non-Parish Tuition Rate-I verify I am not an active member of St. Antoninus Church, and therefore do not qualify for in-parish tuition rates.

Parent Signature_____ Date_____

Withdrawal Policy

- Written notification must be submitted to the school office at least two weeks before the effective date of withdrawal. A request for records release must be signed by the parent/legal guardian.
- Tuition must be current and up to date before student records can be released or sent to any other institution.
- The cost of a child’s education is a full school year expense. Parents need to understand that books, teaching supplies, and materials are purchased, teachers & support staff are hired, and classrooms are prepared with the anticipation of each student’s full year enrollment. As a result St. Antoninus school has established the specific policies and guidelines regarding students who withdraw from school. Please note registration fees (as stated above) are *NON-REFUNDABLE*.

Withdraw before June 1	Full Refund
Withdraw before the first day of the school year	Payment due: June & July
Withdraw from the 1 st day through December 15	Payment due: June 1 through the end of the month of withdrawal
Withdraw after December 15	No Refund

I have read & understand the above policies & fees as they relate to FACTS. I also have read & agree to the withdrawal policy as set forth by St. Antoninus School. Registration fees are non-refundable.

Parent Signature_____ Date_____