

St. Paul Parish School

TIMELINE FOR 2017-18 REGISTRATION

- Jan 26 Tuition information letter for school year 2017-18 sent out in Voyager.
- Jan 30-Mar 10 **FACTS TUITION AID** Families applying for tuition assistance may apply to FACTS. Register online at <https://online.factsmgt.com/signin/3GJXN>. Applications are due directly to FACTS company no later than March 10, 2017.
- Jan 30-Mar 10 **PARISH TUITION SUBSIDY** Parish Tuition Subsidy applications for grades K through 8 are available in the school and parish offices. Parents are responsible for completing the form and giving it directly to their pastor **before March 10** for his consideration for subsidy. (***Please note: St. Paul Church will not accept or consider requests for subsidy after March 10.***) Your pastor will return the form to school, or give it back to you to turn in to school.
- Feb 10 New sibling applications are due in office by today.
- Feb-May New student applications for 2017-18 will be processed.
- Mar 10 Completed tuition assistance applications due directly to FACTS. The online application, as well as all supporting documents of verification, must be received by FACTS before consideration can be made.
- Mar 13-17 Contracts are mailed to current and new families who have **not** requested tuition assistance. *Signed contracts and all registration fees are due back to school office by Monday, April 3.*
- April 3 **CONTRACTS (NON TUITION ASSISTANCE) AND ALL REGISTRATION FEES DUE**
1. **CONTRACTS** (non tuition assistance) **DUE TODAY**
 2. **REGISTRATION FEES FOR ALL STUDENTS DUE TODAY*** A non-refundable registration fee of \$150.00 per each Preschool and Pre-K student, and \$250.00 per each K-8 student, regardless of whether you have applied for tuition assistance, is due by this date in order to secure your child's position for the 2017-18 school year.

***LATE PAYMENT FEE** Registration fees received on April 4, 2017 and later are considered late. A \$75.00 late payment fee will be assessed per student on registration fees paid on April 4 and later.
 3. **VANCO TUITION DEBIT** VANCO monthly auto debit management fee of \$30.00 per family is due today. The registration fee and VANCO fee may be included on one check made out to SPPS.
- Early-Mid May Tuition assistance awards notification received from Archdiocese.
- Mid May **CONTRACTS** (tuition assistance) mailed to families who have requested tuition assistance.
- May 31 **CONTRACTS** (for families who applied for tuition assistance) **DUE TODAY**

Tuition Payment Notes:

- Monthly tuition payment plans are set up and managed by VANCO for 10 or 11 auto-debit payments. Each payment will be due on either the 5th or 20th of every month, beginning in July or August and ending in May. The annual VANCO fee of \$30.00 per family is due by April 3. – see above.
- Families may pay the tuition in full or in two payments. Full or first payment is due by August 10, with the second payment due by January 10. Families making only one or two payments would not pay the VANCO auto-debit fee of \$30.00.