ST. VINCENT DE PAUL
CATHOLIC PARISH & SCHOOL

January 17, 2017

Dear Parents and Guardians of SVdP School,

As we round the corner into the second half of *this* school year, we are already planning for the *next* school year. You will find attached the re-registration forms for the 2017-2018 school year at Saint Vincent's. Please note that these are due into the front office no later than close of business on Tuesday, January 31st. After this date, not only is a late fee assessed, but there is also no guarantee of a seat for your child. Please read the following carefully so you may correctly complete the PDF fillable forms below. (We are one step closer to online registration!)

K-8 School

The tuition rate will increase 5% per child for an affiliated tuition of $5,510. This rate can be offered to families who attend a Catholic parish and tithe at their parish. All Catholic parishes are "taxed" on the offertory which allows the diocese to provide a subsidy for Catholic students. Families who are either not Catholic, or who do not practice their faith by regular attendance at Mass and regular tithing, are asked to pay the full rate of education at SVdP which is also increased 5% to $7,400 per child for the 2017-2018 school year.

Preschool 3 and 4 year olds

We are very pleased to introduce an expanded full-day option for four-year old preschool. We are able to offer several additional part time tracks for the convenience of our families. As is common for preschool pricing, these are shown in monthly rates, but a school-year contract is signed:

- $800/month - Five-day full day (8:00am-3:00pm) for four year olds
- $400/month - Five-day half day (8:00am-12:00pm) for four year olds
- $240/month - Three-day half day (8:00am-12:00pm) for three or four year olds
- $160/month - Two-day half day (8:00am-12:00pm) for three year olds
- $220/month - Three-day half day (12:00pm-3:00pm) for four year olds

Registration and General Fees

This current school year, Registration Fees were collected in February and General Fees were collected in September. For the coming school year, effective for this registration/contract, we will collect Registration and General Fees together in one check, at the time that registration is submitted. These fees are required of all families, including those receiving financial aid, and are non-refundable. These fees are used to plan staffing as well as to order instructional supplies, consumables, and technology for the coming school year. Fees also cover field trips and will cover the 7/8 grade retreat this year as well.

Registration:

- $200/ family with one child at SVdP
- $300/ family with multiple children at SVdP

General Fees:

- $100/ student in K-5
- $200/ student in grades 6-8

It is important to Saint Vincent School, and to all of our current and prospective families, that we are able to offer a powerful and competitive program in this community, rooted in and flowing from a Catholic school mission, and open to those seeking truth, moral discipline, and a loving community. By raising the tuition, we intend to return to more robust

2375 E ARIZONA AVE, DENVER, CO 80210 | (303) 744-6119 | INFO@SAINT-VINCENTS.ORG | SAINT-VINCENTS.ORG
PARISH SCHOOL | 1164 S. JOSEPHINE ST. DENVER, CO 80210 | (303)777-3812 | FAX 303-733-9582 | INFO@SVDPK8.COM

staffing by ensuring proper library instruction to all of our students. We intend to return aides to the classrooms of the youngest students. This enables us to increase our enrollment to 25 students in each of those classes, and also supports our lead teachers – who this year have gone above and beyond at every turn – and ensures they will not burn out because of the difficult expectations we have placed upon them. The additional staffing in the youngest grades also ensures that we can continue to offer individual attention by thorough knowledge of each student, which has long been a hallmark of Catholic education. We will also be able to expand our RTI (response to intervention) program which has proven remarkably successful this year in allowing us to teach each child at his/her instructional level. We are listening to you, our families, and to our teachers, and stronger staffing has seemed to be a top priority. The tuition increase also supports the anti-bullying measures which we began this year, and which we will fully implement next year. This year has afforded us time to do some research in the area of social/emotional development and we look forward to bringing this important element of formation to all grade levels more intentionally. Finally – a look ahead at this year's paddle raiser and next year's beginning implementation of a new program at SVdP – we are planning an outdoor learning lab/ecology center (name TBD) currently planned for a space within the lower playground parking lot along the Columbine fence. We will be rolling out this program that will largely define the identity and direction of the school, and we want to plan sufficient funding to implement and sustain a curriculum that we believe is responsive to the call of the New Evangelization and deeply sensitive to the needs of our students and our community.

While this will help us to achieve many short-term goals, our school is always in need of parent volunteer support. As a private and a Catholic school we have an edge in what sociologists would call "social capital" – concrete parent support – which directly affects student success. Because of the relationship between parent support and student success, we would like to articulate the expectation that parents provide volunteer support through any of the hundreds of opportunities that are available. While some families give hundreds of hours each year, a minimum of 20 hours per family is strongly encouraged. More information on volunteer opportunities (events, weekends, evenings, school days) will be published later in the year.

A note on what drives tuition and numbers: In our parish there are two ways to fund the mission and operations at St. Vincent de Paul School. Salaries and benefits constitute nearly 70% of our expenses; any changes in personnel, as well as increases in cost of living and benefits, make significant changes to the bottom line. The other expenses – building maintenance, operations, instructional materials and expenses, technology – are relatively static. The way to fund the total mission is to increase tuition and/or to increase enrollment. We currently have seats available in nearly every classroom. Our February 1st Open House promises to be quite successful. However, it is researched and proven that parent word-of-mouth is the number one way of increasing enrollment at a private or a Catholic school. To this end, I ask each of you to learn 3-5 things about the school that you can share with other families who have school-aged children, and refer them to look at St. Vincent's if it seems they are a match for our mission. Ask your own children what they like about the school program. Read the Crusader to find out what is going on. Get onto Facebook and keep tabs on some of the activities posted. Please help us return our school enrollment to capacity. I would like to offer an incentive to our returning families: **if you refer a family to our school and they come and tour and register for the 2017-2018 school year, we will award free registration for your family, and fees for one child for the coming school year.** Thanks to all of you who support our mission with your prayers, your financial support, your personal commitment to our teachers, and mostly by entrusting your children to us each and every day. We understand that this is a partnership in the formation of our children, and we look forward to working with you to make St. Vincent's everything it can be in support of our children's growth and formation.

Sincerely,

Sister Dominic, O.P.

Sister Dominic, O.P.

ST. VINCENT DE PAUL

CATHOLIC PARISH & SCHOOL

Form Instructions and Important Registration Dates

The information below will help you complete our 2017-2018 Registration Forms Packet. Our new forms packet has several features to help save you time as you fill them out. Some of the fields have drop-down lists so you can select the correct option for your child or children easily as you work. *Please note: These forms were created to be downloaded to your computer and opened with Adobe's Acrobat Reader. They will not work on a mobile device or using another PDF viewer besides Acrobat Reader.*

Please follow the steps below:

1. Download the form to your computer:
   - If you are using Safari on your Apple Computer double-click the link to open our form. Please go to the File then Export as PDF to save our registration to your desktop.
   - If you are using Internet Explorer or Google Chrome double-click on the form, then download it to your desktop.
2. If you don't have Adobe's Acrobat Reader installed on your computer, you may download and install it by pressing on this icon:
3. Open the registration forms using Adobe Acrobat Reader:
   - On an Apple Macintosh computer, you need to right-click on the forms packet go to "Open With" and choose: Adobe Acrobat Reader from the list.
   - On a PC or computer that has Adobe Acrobat Reader installe, as the default ODF viewer, double-click on the registration packet.
4. When the packet opens, you will notice the fields highlighted in blue with many of them outlined in red. The red outlined fields are mandatory and must be filled out.
5. As you fill out the form you should save your work often. *Please don't enter any information until it is downloaded and saved to your desktop.*
6. Once you've completed your registration packet, please print it out, sign it and return it our School's office along with the required with the Registration and General Fees.
7. Of course, you can always print the forms packet and fill it in by hand as well.

While we can't cover every variation of computer setup, please don't hesitate to reach out to me either by email mark@saintvincents.org or call 303-777-3812 extension 131.

Registration Dates to remember:

January 17, 2017	Registration Packets for returning families sent home
January 31, 2017	Completed registration Packets due to school office
February - March 2017	Parish Affiliation Forms will be verified with Parishes
April 15, 2017	Tuition Assistance Program (TAP), PSAS, and Financial Aid Forms due (Complete online via FACTS - Grant & Aid)
August 21, 2017	First day of class

Family Last Name: _____

REGISTRATION FORM 2017 - 2018

ST. VINCENT DE PAUL
CATHOLIC PARISH & SCHOOL

1164 S. Josephine Street
Denver, CO 80210-1966

Phone: 303-777-3812
Fax: 303-733-9528

info@svdpk8.com
www.svdpk8.com

All boxes outlined in RED are required.

Please Print	***Father/Guardian***	**List in Directory?**	***Mother/Guardian***	**List in Directory?**
Name		☐YES ☐NO		☐YES ☐NO
Address		☐YES ☐NO		☐YES ☐NO
City, State, Zip				
Home Phone Number		☐YES ☐NO		☐YES ☐NO
Work Phone Number				
Cell Phone Number		☐YES ☐NO		☐YES ☐NO
Occupation/Employer				
Email		☐YES ☐NO		☐YES ☐NO
Religious Affiliation				

For each child listed below, please fill in every box

Student First Name(s)	M/F	Birth Date	Sacramental Information **(date of sacrament)**			**Grade in 2017 - 2018:** **Please choose from the Drop Down List Below or Type in your Child's Grade Level.**	Allergies, Medical Condition (s), & Medication (s) (If YES, please list or indicate NO)
			Baptism	1st Communion (if applicable)	Confirmation (if applicable)		
	Choose					Choose from list	
	Choose					Choose from list	
	Choose					Choose from list	
	Choose					Choose from list	
	Choose					Choose from list	

Emergency Contact Priority List In case of illness or emergency during the school day, please list the name and telephone number you would like the front office to call—in the order that you would like them to call. Please include at least 3 friends or relatives (excluding parents) who can be called and have permission to pick up your child.

1. Name_____ Relationship_____ Phone _____
2. Name_____ Relationship_____ Phone _____
3. Name_____ Relationship_____ Phone _____

I give St. Vincent de Paul Catholic School permission to take my child to a hospital to receive emergency treatment. I hereby consent to any x-ray, examination, medical or surgical diagnosis or treatment, and hospital care to be rendered to my child under the general or direct supervision and upon the advice of a physician and surgeon licensed under the provisions of the Medical Practice Act. **I understand that this is only in an extreme emergency and when the parent or legal guardian cannot be reached.** If I/we cannot be reached, the emergency contacts below can be called.
I also understand that the school cannot dispense any medication—over-the-counter or prescription—without written authorization from the child's parent/guardian along with their doctor.

Parent/Guardian Signature: _____ Date: _____

Doctor: _____ Phone Number: _____

Dentist: _____ Phone Number: _____

Hospital Preference: _____ Phone Number: _____

Family Last Name: _____

REGISTRATION FORM 2017-2018 - PAGE 2

Family Census Information

Parents:

☐Married ☐Separated ☐Divorced

Deceased Parent:

☐Mother ☐Father

Single Parent Family:

☐Yes ☐No

Race of student(s):

(Used for Archdiocesan Demographic Reporting only):

☐White (including Middle Eastern Countries)
☐African-American
☐Native Alaskan/American Indian
☐Hawaiian/Pacific Islander
☐Multi-Racial (2 or more races)
☐Asian

Please list any younger children in your family:

Name:	Birthdate:	Gender:

Ethnicity of student(s)

☐Hispanic ☐Non-Hispanic

Please fill out, if applicable:

Stepmother's Name: _____

List stepmother in the directory? ☐Yes ☐No

Stepfather's Name: _____

List stepfather in the directory? ☐Yes ☐No

Are you or anyone in your family an alum of SVdP? ☐Yes ☐No

If Yes, Relationship: _____

Name: _____ Graduation Year: _____

If you transferred from another school(s)

Child:	School Name:	Address:	Reason:

Tuition Assistance Available: Assistance is available through the St. Vincent de Paul Catholic Parish Tuition Assistance Program (TAP). TAP Forms, along with your financial aid application, must be completed online through the FACTS Financial Aid Assessment System (Grants & Aid). Please see our website for both forms as well as other available tuition assistance programs. **www.svdpk8.com** Click on the Admissions Tab and then "Tuition & Financial Aid." If you have any questions regarding Tuition Assistance, please contact Sister Dominic at 303-777-3812 ext.100

If you would like to help another family in need through a tax-deductible donation to TAP, please make separate check out to St. Vincent de Paul Catholic School

(memo line: TAP or Tuition Assistance Program): ☐**$100** ☐**$250** ☐**$500** ☐**Other Amount $**_____

Photograph Release

St. Vincent de Paul Catholic School has my permission to use my child(ren's) photograph, artwork, writing, or video image in the school's newsletter, website, publications, or other publicity outlets: ☐Yes ☐No ☐Call First

For office use only

Registration Fee Paid _____ Ck.# _____ Date _____ Received _____ Forwarded _____

Parish Affiliation Form _____ TAP Ck. # _____ Initials of Processor_____

Tuition Agreement Form_____ Date_____ Cum File_____

Notes:

ST. VINCENT DE PAUL
CATHOLIC PARISH & SCHOOL

PARISH AFFILATION UPDATE

1164 S. JOSEPHINE STREET
DENVER, CO 80210-1966
PHONE: 303-777-3812
FAX: 303-733-9528
INFO@SVDPK8.COM
WWW.SVDPK8.COM

What is Parish Affiliation All About and Why is it important?
Frequently Asked Questions

What is Parish Affiliation?
The Parish Affiliation program was initiated by the Archdiocese of Denver to assist the Archdiocesan Catholic schools in offering an affiliated Catholic tuition rate for qualifying families. According to the Archdiocese, if a family is registered in an archdiocesan parish and contributing time, talent, and treasure through consistent and verifiable offertory support, and an active member of that parish community for at least six months, they are to be considered "affiliated." The dollar amount of regular contributions is not mandated by the parish or the archdiocese. The main consideration is that contributions are consistent with the underlying assumption that families are attending weekly Mass. Furthermore, in order to be verifiable, contributions need to be documented using either church envelopes or the Online Giving electronic withdrawal program.

Who is affected by Parish Affiliation?
Any Catholic family who has a child enrolled in school! In the pre-kindergarten classes, there is no tuition differentiation, but once the student registers for kindergarten, parents will need to meet the criteria at that time in order to receive the affiliated rate of tuition for their kindergartner. If your student(s) are in kindergarten through 8th grade, and your family meets the Archdiocesan guidelines stated above, you will be entitled to the lower "affiliated" tuition rate.

How does the process start?
As part of the school registration process, parents complete a Parish Affiliation Affirmation form to advise if they are Roman Catholic, and if they are registered, regularly attending and supporting an Archdiocesan Parish. They list the parish on the form and agree that if their parish does not qualify them for affiliated tuition, they will pay the unaffiliated tuition rate for the school year. As the registration process progresses, the form is sent to the appropriate parish pastor for approval. If the parish pastor does not approve affiliated tuition, we will notify the family and adjust the tuition to the non-affiliated rate.

Must my family be registered at St. Vincent de Paul Catholic Parish to receive Affiliated Tuition?
While we would certainly welcome your family to join our parish, we realize that location, work schedules, etc., may make it more practical to become parishioners at another Archdiocesan Parish. If that's the case with your family, you simply need to list the parish you attend on the Parish Affiliation Affirmation when you complete it. We will send it to your pastor for verification.

What if I attend Saint Vincent de Paul Catholic Parish?
If St. Vincent de Paul is your parish, the process is the same for your family as families who attend other parishes. The same review and periodic audit process that takes place throughout the archdiocesan schools takes place for families who belong to this parish.

Who reviews the forms?
Following policy, the pastor of a given family's parish and/or his designees review all Parish Affiliation Affirmations as part of the enrollment procedure for every family. Families are contacted as needed, and tuition adjustments are made as appropriate.

What if I have just moved here and my parish was not in the Denver Archdiocese?
We understand that families who are moving to Denver do not have the qualification history requested by the Archdiocese. Initially, we will process your paperwork as a non-affiliated family at the higher tuition rate. However, if you choose to register with our parish immediately upon learning of your acceptance into the school, and begin meeting the guidelines of the archdiocese, we will review your situation after three months. If the guidelines have been met during that period, and based on the expectation that they will continue to be met, we will retroactively reduce your tuition to the affiliated rate for the school year. We will also contact your previous parish regarding your contributions and parish involvement.

Is there an easy way to make my contributions to St. Vincent de Paul Catholic Parish?
Yes, St. Vincent de Paul Catholic Parish is enrolled in a program called Online Giving. It is an automated means to financially support the Parish through monthly contributions from your checking, savings or credit card account. For more information or to enroll, log onto www.saintvincents.org and click on Online Giving or call the parish office at 303-744-6119.

How does having approval from my home parish help St. Vincent de Paul Catholic School?
The Archdiocese of Denver provides financial assistance to our school for each Kindergarten through 8th grade student who has been qualified by their "home parish."

What if I'm not approved?
If we receive notification that your pastor did not approve your affiliation request, we will notify you. If your Tuition Contract reflects the affiliated rate of tuition, it will be increased to the unaffiliated rate for the current school year.
If you feel the decision was not justified, you may contact your home parish pastor. We are unable to mediate any decisions. If you submit to us a revised affiliation form from your pastor indicating approval prior to September 10th, we will readjust the tuition. The Archdiocese may decline financial assistance if forms are not received by their determination date.

Family Last Name: _____

ST. VINCENT DE PAUL
CATHOLIC PARISH & SCHOOL

PARISH AFFILIATION/AFFIRMATION FORM

(SEE THE FREQUENTLY ASKED QUESTIONS FOR MORE INFORMATION ABOUT PARISH AFFILIATION)

SCHOOL OFFICE
1164 S. JOSEPHINE ST. - DENVER, CO 80210 - 303-777-3812

PARISH OFFICE
2375 E. ARIZONA AVE.. - DENVER, CO 80210 - 303-744-6119

*This form must be completed by **all** parents/guardians at the time of registration.*

☐ I (we) are Roman Catholic.
☐ I (we) are not Roman Catholic or practicing Roman Catholics, and agree to pay unaffiliated tuition.

*Check this box if you **are** requesting affiliated tuition based on the Archdiocesan criteria shown below and provide your Parish information.*

☐ *We are registered at the following Parish.*

*Current Parish :*_____ *City/State:* _____ *# of years registered:* _____

All families please complete the family/student information and list ministries and/or committees in which you participate or volunteer.

Parent or Guardian Names: _____ Telephone: _____

Address: _____ City/State _____ Zip Code: _____ Email: _____

Student Name(s) _____ Grade(s) the student *will be entering:* _____

Archdiocesan Guidelines to Qualify for Affiliated Tuition

To qualify for the affiliated Catholic tuition rate (K-8), the parents listed above verify that:

- The family has been registered at their above-named Parish for at least six (6) months.
- The family verifiably contributes, according to their means, on a regular basis to the financial support of the Parish.
- The family attends weekend Mass regularly and is involved in the activities, organizations or programs at the Parish.

Please list ministries and/or committees in which you participate or volunteer at your parish and/or your school:

Activities at your Parish: _____

Activities at your School: _____

(attach an additional sheet if needed)

I have read and understand the guidelines to qualify for an affiliated tuition rate at St. Vincent de Paul Catholic School. I understand that the information I have provided is subject to verification. If it is determined that I do not qualify, I will be notified and agree that the rate of tuition will be increased to the unaffiliated rate for the school year. I understand that if confirmation of Parish Affiliation is not on file with the school prior to September 15th, the Archdiocese may decline to allow affiliated tuition.

Parent or Guardian Signature: _____ **Date:** _____

To be completed by your Parish Pastor *(we will forward the form to your Pastor).*

☐ This family qualifies to receive affiliated tuition at St. Vincent de Paul Catholic School.

☐ This family does not qualify to receive affiliated tuition at St. Vincent de Paul Catholic School.

Comment: _____

Pastor's signature: _____ **Date** _____

Family Last Name: _____

TUITION CONTRACT 2017-2018

ST. VINCENT DE PAUL
CATHOLIC PARISH & SCHOOL

1164 S. JOSEPHINE STREET
DENVER, CO 80210-1966

PHONE: 303-777-3812
FAX: 303-733-9528

INFO@SVDPK8.COM
WWW.SVDPK8.COM

Office use only

Check #	Amt	Date
SS	FACTS	Copies

Parent/Guardian(s) Responsible for Financial Obligations

Parent/Guardian Name: _____

Address: _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Student First Name(s)	Grade(s) in 2017-18	Tuition Category* *See Frequently Asked Questions & Parish Affiliation Affirmation for details	Tuition Rates (Preschool reflects 10/month contract)	Number of Student(s)	Total
		Pre-K 3 year-old Preschool ***Morning, 1/2 day - 2 days***	$160/month		$ 0
		Pre-K 3 & 4 year-old Preschool ***Morning, 1/2 day - 3 days***	$240/month		$ 0
		Pre-K 4 year-old Preschool ***Afternoons, 1/2 day - 3 days (Session is one hour shorter)***	$220/month		$ 0
		PreK 4 year-old Preschool ***Morning, 1/2 day - 5 days***	$400/month		$ 0
		PreK 4 year-old Preschool ***Full day - 5 days***	$800/month		$ 0
		1/2 day Kindergarten *Affiliated Tuition*	$3,040		$ 0
		1/2 day Kindergarten *Unaffiliated Tuition*	$4,070		$ 0
		Full-day Kindergarten thru Gr. 8 *Affiliated Tuition*	$5,510		$ 0
		Full-day Kindergarten thru Gr. 8 *Unaffiliated Tuition*	$7,400		$ 0
				Tuition Total	$ 0
(for Office use only)					
(for Office use only)					

Payment Options:

St. Vincent de Paul Catholic School uses a tuition management system called FACTS Tuition Payment Management Program.

The FACTS system streamlines tuition payments, provides a mechanism for accuracy, and allows you to view and update certain information about your account on line at www.factsmgmt.com. *Once you enroll in FACTS, your contract will be updated and automatically renewed for subsequent school years that your child attends. You are* ***not*** *required to complete a new agreement each year.*

Please review the following payment options and select one.

☐ **I am currently using the FACTS payment plan. There are no changes to my account information and I understand that I will be automatically re-enrolled.**

☐ **I am enrolling in FACTS at Saint Vincent de Paul Catholic School for the first time.** I understand I am able to link from the www.svdpk8.com website to FACTS and complete my enrollment. **I agree to complete the online FACTS enrollment within 2 days of receiving confirmation of my student(s) acceptance at the school.**

PAGE 2 MUST BE FULLY COMPLETED AND SIGNED.

Family Last Name: _____

TUITION CONTRACT 2017-2018 - (page 2)

St. Vincent de Paul Catholic School is open to all students who sincerely seek a Catholic education and meet requirements as set forth by the Archdiocese of Denver and the school. However, Parent/Guardian understands and agrees that St. Vincent de Paul Catholic School reserves the right to deny admission or terminate enrollment of a student or students.

I/we agree to abide by and comply with the terms and conditions stated in this Contract, and understand that it is a legal, binding and enforceable contract. The contract will be in effect upon receiving payment of the registration and general fees along with the signature of the all parties listed below:

Parent or Guardian Signature & Date	Pastor Signature & Date
Principal Signature & Date	Business Manager Signature & Date

CONTRACT TERMS AND CONDITIONS

Registration and General Fees

- **Registration and General Fees are non-refundable.**
- **The registration fee for one student is $200; $300 for two or more students.**
- **General Fees are $100 per student in Grades K through 5; $200 per student in grades 6-8.**
- All registration paperwork and registration fees are due for current families by the close of the business day on Tuesday, January 31, 2017. Seats will not be held after January 31st. A late fee of $100 per family will be charged after Tuesday, January 31, 2017 for returning families. Late applicants will be considered on a first come, first served basis after Tuesday, January 31, 2017 if vacancies are still available.

Withdrawal policy

- St. Vincent de Paul Catholic School enters into contracts with faculty, staff and vendors based upon registration and enrollment information received during the spring prior to each new school year. In the event of a student's withdrawal during the school year, the school requests 30 day advance written notice by completing a School Withdrawal Form which may be obtained from the school office. Upon student withdrawal, prorated tuition is charged through the withdrawal date. Registration and General Fees are non-refundable.

Tuition Payment

- Parent/Guardian whose signature appears, acknowledges that he/she is the person who is financially responsible for the above student(s), has provided accurate information and is responsible for any failure to pay the appropriate fees and charges as they come due. Failure to pay tuition when due may result in a student(s) being asked to withdraw from the school. When deemed necessary, delinquent accounts will be referred to an attorney or collection agency and all costs relative thereto will be the responsibility of the parent/guardian. *Registration for the following school year at St. Vincent de Paul or any Archdiocesan Catholic School is contingent upon all financial obligations, including the Extended Care program (before and after school care) being current.*
- Parent/Guardian agrees to pay tuition in full and agrees to the terms of the Tuition Contract. Parent/Guardian also authorizes tuition adjustments to the Contract and any payment agreement, should tuition amounts change following completion of the initial agreement, including the assessment of a withdrawal fee.
- All payment arrangements must be finalized to consider your registration complete.
- If, for any reason, your tuition amount changes, you authorize us to make appropriate adjustments to your FACTS Payment Plan. You will be notified of any such changes.

Contract Cancellation/Waiver

- Once your Tuition Contract has been processed and signed by all parties, we will provide you with a copy. Contract terms and conditions for both the Tuition Contract and the FACTS Payment Agreement are also available on the school website, www.svdpk8.com.
- At the discretion of Saint Vincent de Paul Catholic School administration, this contract may be cancelled or waived due to the following: transfer, expulsion, student withdrawal, and student withdrawal on the grounds of parental/guardian behavior (list is not exclusive). Parent/Guardian will remain responsible for any outstanding tuition payments and/or fees. Upon withdrawal or termination of the student's enrollment, tuition will be prorated. Registration and General Fees are non-refundable.

FACTS 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.

To set up your payment plan, visit the school's website and click on the FACTS link.

FACTS Confirmation Notice

Once your information is received and processed by FACTS, you will receive a FACTS 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.

- 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 **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 (2) 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, login to your FACTS account at online.factsmgt.com. Customer Care Representatives are also available to assist you 24/7.

For more information, visit FACTSmgt.com/payment-plans

PCI DSS Level 1 VALIDATED

SSAE 16 AUDITED