



Preschool Tuition Payment Preference | 2024-2025

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| Student(s) Name |
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| Parent/Guardian Information: | | |
| Parents/Guardian name: | | |
| Address: | | |
| Home phone: | Cell phone: | Work phone: |
| Email address: | | |

| Tuition Payment Options | | |
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| Please indicate your choice of tuition payment method by checking Option 1, 2 or 3 for PreK 3 and/or PreK 4. | | |
| Option 1 Payment in Full (2% Discount) <input type="checkbox"/> | Option 2 Three Equal Payments <input type="checkbox"/> | Option 3 Monthly Payments <input type="checkbox"/> |
| <p align="center">PreK</p> <p>A single payment on or before May 1st. This option entitles the responsible party to a 2% discount on tuition. Once you have selected this option you will receive a letter from the Finance Director with the exact amount of annual tuition to be paid. The payment must be paid directly to St. Catherine of Siena Catholic school via check or money order. If the payment is not received by May 1st, the responsible party must set up a FACTS tuition management no later than May 8th for enrollment to remain valid.</p> | <p align="center">PreK</p> <p>Three payments: July, November, and February. An automatic draft (ACH) from my bank account will be processed by FACTS Tuition Management Company on either the 5th or the 20th of each month. The drafts will occur in July, November, and February.</p> | <p align="center">PreK</p> <p>Ten equal payments July through April.</p> <p>A bank automatic draft (ACH) will be processed by FACTS Tuition Management Company on either the 5th or the 20th of each month.</p> |
| <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <input type="checkbox"/> We are new to FACTS and have set up a FACTS tuition account online. REQUIRED IF NEW TO SCS Link: https://online.factsmgt.com/signin/3GH56 (starts with a 1) The payment plan number is: <input style="width: 150px;" type="text"/> </div> <div style="display: flex; justify-content: center; align-items: center; gap: 20px; margin-top: 5px;"> <input type="checkbox"/> We currently have a FACTS account. Please re-enroll me for tuition payment using my current account. </div> | | |

Withdrawal Fees

A family who wishes to cancel enrollment must notify the Principal and/or the Admission Coordinator in writing of their intent to withdraw. The date of written notification will determine the tuition amount due. All enrollment fees are non-refundable. A family withdrawing will be held accountable for any outstanding tuition fees and a withdrawal penalty equal to one month's tuition.

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| <input type="checkbox"/> Catholic Tuition Rate | We would like to receive the Catholic tuition rate. | A Catholic Parish Affiliation form must be filled out, signed, and approved. |
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Parent/Guardian Signature: _____ **Date:** _____

Thank you!