

## **FACTS Registration Instructions for a New Student**

Visit [www.st-stephen.net](http://www.st-stephen.net) Click on the Application/Tuition tab, Click on the FACTS Tuition Management tab. Click on the FACTS Logo where indicated. Please follow the instructions for signing in or creating an online account and complete the steps as prompted.

Once you have signed up for your FACTS Management tuition payment agreement, the Finance Manager will enter the tuition rate and finalize your agreement. Once your agreement has been finalized by the Finance Manager, you will receive a confirmation notice from FACTS Management (via email correspondence from FACTS, if you have elected this option with them) regarding your tuition balance, payment date, and payment amount according to the plan you have chosen. Please keep in mind that any applicable scholarships or financial aid credits will be applied after your FACTS Management tuition payment plan agreement has been finalized and will not be reflected in your confirmation letter. Should you receive scholarships or financial aid, your FACTS tuition payment agreement will be credited and your payments adjusted accordingly.

Within (10) calendar days from the date of your confirmation letter, there will be a deduction of \$400.00 for the non-refundable Tuition Down-payment from the financial account you provided to FACTS management. This down payment will be applied against your tuition balance and will reduce your remaining payments accordingly. Please note that the \$175. 00 Non-refundable Registration/Processing Fee you previously paid is in addition to the tuition rate that is set by the school.

Once you have submitted your FACTS Tuition payment plan for your child, please follow these steps if you choose to apply for financial aid:

Visit [www.st-stephen.net](http://www.st-stephen.net) Drag Curser over Admissions Tab, Select Tuition and Financial Aid, Click on 2019-2020 Enroll with FACTS, Sign In by entering your username and password

Please click on “Apply for Financial Aid with FACTS” (click on the green button) found at the top right hand corner of your dashboard. Please follow the online screen instructions provided to you by FACTS Grant & Aid Assessment. If you need assistance, please call 1-866-441-4637.

The deadline to complete and submit a verified financial aid application through FACTS Grant & Aid Assessment is on or before Friday, March 1, 2019. All students must be registered to attend their school, on or before Friday, March 1, 2019 to qualify and to be considered for Diocesan Catholic Schools Tuition Assistance and all merit, financial/scholarship school based aid for the 2019-2020 school year.

Financial aid is contingent upon successful registration, completion and payment of the registration/processing fee, and an active and current tuition payment plan agreement with FACTS Management, and the submission of the verified financial aid application through FACTS Grant & Aid Assessment, prior to the financial aid deadline of on or before Friday, March 1, 2019. Applications or changes submitted after Friday, March 1, 2019 will not be processed or considered for Diocesan Catholic Schools Tuition Assistance.