

**Registration Information Form**  
**Finance Information for 2017-2018 School Year**

*All information must be completed by the Financially Responsible Person (Parent/Legal Guardian)*

Name of the Financially Responsible Person\* \_\_\_\_\_

A \$125, non-refundable, Family Registration Fee must be submitted with this form to finalized registration.

Registration fee after July 1, 2017, increases to \$150. Register by April 28, 2017, and receive a \$100 tuition credit

- Registration Fee Payment in form of cash, check or money order only. Made payable to St. John Neumann School.
- All tuition payments should be paid to FACTS
- Each family will be required to set up an on-line account with FACTS and create a payment plan at the time registration is accepted. New Registrants must go on-line to <https://online.factsmgmt.com.signin/3G3KS> to create an account. Returning 16-17 school year families will automatically renew with the same payment plan for the upcoming 17-18 school year. Only those who wish to change their payment method need to update their existing FACTS account. The tuition amount will be based on gross tuition at the time of registration. If aid is granted or the family's status changes from non-parish sponsored to parish-sponsored due to receipt of a parish commitment form after the registration is received, tuition will be modified in the FACTS system.
- Anyone applying for grant and aid, however, must do so annually by applying on-line to FACTS. Preschool Extended Care payments will be included as part of a families FACTS account.
- A Family/Parish Commitment Form must be submitted and approved to receive the Catholic parishioner rate.

Understanding and Agreement:

1. I have been provided a copy of the St. John Neumann School Registration and Tuition Collection Policies and Procedures for 2017 -2018.
2. A \$20 fee will be assessed for late tuition.
3. A \$30 fee will be assessed on returned checks to St. John Neumann
4. FACTS will charge a \$30 fee for any returned checks, direct debit or credit card declined in the FACTS system.
5. I understand that delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, I agree to pay all costs related to the collection and/or legal process.
6. If this is a re-registration, I understand that final validation for registration and grade placement for the next school year is dependent upon completion of all financial responsibilities for the current school year.

Signature of Financially Responsible Person\*: \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Relationship to Student(s): \_\_\_\_\_

Mailing Address \_\_\_\_\_  
*Street City State Zip*

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

**\*ONLY IF APPLICABLE**

Someone other than the Parent(s)/Legal Guardian(s) is going to be financially responsible, therefore, I **(parent/legal guardian)** \_\_\_\_\_ give permission for St. John Neumann School to share financial information with the **financially responsible** person whose name is noted here. I, \_\_\_\_\_, am the financially responsible person that will be paying tuition for students listed on the front of this Registration form. My information is as follows:

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_