TUITION PAYMENT PREFERENCE FORM

***SAINT ROBERT SCHOOL***

***214 East Henry Street, Flushing, Michigan 48433 (810) 659-2503***

PARENT/GUARDIAN’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT(S) NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The children listed above will be attending St. Robert Catholic School during the \_\_\_\_\_\_ school year. I (We) hereby agree that the total tuition obligation for the students listed above for the \_\_\_\_\_\_ school year is $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Tuition for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year will be paid by: (please check one of the following options)**

|  |  |  |
| --- | --- | --- |
|  | **FACTS Payment in Full**: | Payment is due on or before July 1st. *Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice.*  |
|  | **FACTS Semi-Annual Payments**: | Pay your tuition in two installments. First installment is due July 1st. Second installment is due December 1st. *Payment Methods Offered:* *Credit Card, Automatic Bank Draft, Invoice.*  |
|  | **FACTS Monthly Payments**: | Spread your tuition balance over monthly installments. Payments budgeted over ten months starting in July. Payment dates are the 12th or 27th of the month. *Payment Methods Offered: Credit Card, Automatic Bank Draft, Invoice.* |
|  | **FACTS Bi-Monthly Payments:** | Spread your tuition balance over monthly installments with two payments per month. Payment dates are the 12th & 27th of the month. *Payment Methods Offered: Credit Card, Automatic Bank Draft.* |

FACTS Tuition Management will be processing tuition payments for St. Robert School. **All tuition payments must be paid through FACTS**. **Tuition payments will no longer be accepted at the Parish Office unless prior arrangements have been made in advance.** Families can sign in or create a FACTS account by visiting the school web site (<https://strobertschool.com>). Go to “*About Us*” and click on “*Tuition and Financial Aid*”. Then, click on “*Facts Management*” and click on *“Register”* or “*Sign In*”*.* FACTS Tuition’s nonrefundable administrative fee is deducted as soon as the enrollment is received by FACTS. The enrollment fee is $20.00 for 1 or 2 payments and $50.00 for 3 or more payments.

 **PLEASE NOTE**

* If payments are not received by the due date, a $30.00 late fee per month will be added to the amount due unless alternative arrangements are made with the Parish Office 5 days prior to the due date.
* If tuition is not current by the end of the first semester, the parent(s) will be notified and the student(s) will remain out of class until the account is made current.

Enrollment must be completed online (<https://strobertschool.com>) **t**o start the registration process. You are required to be signed up or updated in FACTS and pay the $75.00 Registration Fee and $75.00 Technology Fee ($150 total) to guarantee your registration. Fees must be remitted to the Parish Office to complete your registration. A late first payment will result in the registration being put on hold until the payment is made. Failure to pay fees could potentially result in your child(ren) being put on a wait list for their class.

I (We) agree to make tuition payments for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ school year according to one of the above options. I (We) will abide by all rules and regulations for students at St Robert School.

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Parent Signature Date

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Parent Signature Date

We are a new St. Robert School family: Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

A current St. Robert School family referred St. Robert School to us: Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Name of referring family: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_