

**NEW STUDENT REGISTRATION FORM**  
**GRADES 1 - 8 2011-12 SCHOOL YEAR**

**COMPLETE ENTIRE FORM AND RETURN. PRINT CLEARLY.**

**STUDENT Information**

Registering for Grade: \_\_\_\_\_ Male ( ) Female ( )

Full Name \_\_\_\_\_  
Last First Middle

Address \* \_\_\_\_\_  
City Zip

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ Place of Birth \_\_\_\_\_  
City State

Student lives with ( ) both natural or adoptive mother and father ( ) father only ( ) mother only  
 ( ) mother and stepfather ( ) father and stepmother ( ) grandparent  
 ( ) legal guardian, not relative ( ) other: (explain) \_\_\_\_\_

\* Ohio State law requires that the school have copies of any child custody order/decre

Duplicate mailings can be sent to students living in two households.

There is a \$15.00 to cover the additional postage costs.

( ) Please send duplicate mailings to below addresses different than above.

Student needs BUS transportation ( ) to school ( ) to home

Student Religion \_\_\_\_\_

Baptism ( ) yes Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place \_\_\_\_\_  
Church City State  
 ( ) no

Reconciliation ( ) yes Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place \_\_\_\_\_  
Church City State  
 ( ) no

First Eucharist ( ) yes Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place \_\_\_\_\_  
Church City State  
 ( ) no

Confirmation ( ) yes Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place \_\_\_\_\_  
Church City State  
 ( ) no

Received into Catholic Church - R C I A ( ) yes Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place \_\_\_\_\_  
Church City State

+ + +

**PARENT / GUARDIAN Information**

Father / Guardian Full Name \_\_\_\_\_  
Last First Middle

Address (if different from student above) \_\_\_\_\_  
City Zip

Occupation \_\_\_\_\_ Employer \_\_\_\_\_  
( ) yes ( ) no Active Duty Military

Work Phone \_\_\_\_\_ - \_\_\_\_\_ Cell Phone \_\_\_\_\_ - \_\_\_\_\_ Religion \_\_\_\_\_

( ) yes ( ) no Active Saint.Luke Parishioner Parish Registration Date \_\_\_\_\_

**OVER**

School Office Only: Birth Certificate \_\_\_\_\_ Custody Papers \_\_\_\_\_ Baptismal Certificate \_\_\_\_\_  
 NON-REFUNDABLE Registration Fee / Student \_\_\_\_\_  
 \$150.00 (new) \$100.00 (current) Initials / Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Parish Office Only: ck # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date \_\_\_\_\_



## TUITION INFORMATION FORM - GRADES K - 8 2011-2012 SAINT LUKE SCHOOL

### TUITION INFORMATION:

#### USE THIS FORM TO COMPLETE THE TUITION PAYMENT AGREEMENT FORM.

The 2011-2012 Tuition per student for grades 1-8 is **\$4150.00**. Families may be eligible for a \$1,050.00 parishioner tuition-discount per student. **A \$100.00 registration fee is due at the time of registration and is not included in the tuition amount quoted.** See the Pastor's letter. Families may also be eligible for tuition assistance. See below and FACTS information / application materials to apply for assistance.

The 2011-2012 Tuition per student for kindergarten is \$2050.00. Families may be eligible for a \$200.00 parishioner tuition-discount per kindergarten student. **A \$100.00 registration fee is due at the time of registration and is not included in the tuition amount quoted.** See the Pastor's letter. Families are not eligible for tuition assistance.

- Full Kindergarten Tuition      \$2050 per student (Morning or Afternoon)
- Parishioner Discount Tuition    \$1850 per student (Morning or Afternoon)
  
- Full Grade 1-8 Tuition          \$4150 per student
- Parishioner Discount Tuition    \$3100 per student

### TUITION PAYMENT INFORMATION:

- SINGLE tuition payment is collected in-house by the parish office. See Method of Payment.
- MULTIPLE tuition payments are collected for the parish by the FACTS Tuition Management Service. Families choosing multiple payments must use FACTS services to make tuition payments. See the Bookkeeper's letter explaining FACTS registration and fees. Online enrollment in the FACTS program or a FACTS paper form must be completed before registration is considered complete. A one-time, per-family fee is charged by FACTS. The fee covers FACTS billing postage and paper statement costs, automatic banking-payment arrangements, tuition collection and tracking, web-page tuition tracking available to families, etc. and is a parish-cost savings.

### NUMBER OF PAYMENTS AND FEES

- A SINGLE tuition payment for the full amount is due to the parish office by August 1, 2011. See Method of Payment. The single payment draws interest from an interest-bearing checking account arranged through the Archdiocese. The interest is a source of school revenue.
- MULTIPLE tuition payments for the full amount can be
  - semi-annual (2 payments): Semi-annual tuition payments are due on pre-arranged dates in July 2011 and January 2012. A 0.5 % interest / handling fee, per-family, is added to the amount of tuition.\* A late invoice-payment fee / a declined automatic withdrawal for non-sufficient funds fee is added to the amount of tuition. \*
  - quarterly (4 payments): Quarterly tuition payments are due on pre-arranged dates in July and October 2011, and January and April 2012. A 2.0 % interest / handling fee, per-family, is added to the amount of tuition.\* A late invoice-payment fee / a declined automatic withdrawal for non-sufficient funds fee is added to the amount of tuition. \*
  - monthly (10 payments): Monthly tuition payments are due on pre-arranged dates between July 2011 and April 2012. A 3.5 % interest / handling fee, per-family, is added to the amount of tuition.\* A late invoice-payment fee / a declined automatic withdrawal for non-sufficient funds fee is added to the amount of tuition. \*

**O V E R**

\* As a single tuition payment per-family generates bank interest and revenue for the school over ten months, the multiple-tuition-payment graduated interest-handling fee per-family generates school revenue. Late invoice payment and declined automatic withdrawal for non-sufficient funds fees go to the school not to FACTS Tuition Management Service.

## **METHOD OF PAYMENT**

- SINGLE payment method is mailed invoice from the parish office. **If payment is not received by August 1, 2011, a family will be required to register with FACTS Tuition Management Service and begin multiple payments.**
- MULTIPLE payments are by mailed invoice or automatic withdrawal through FACTS Tuition Management Service. Families choosing payment by mailed invoice or automatic deduction. See the Bookkeeper's Letter.

## **INDIVIDUALS RESPONSIBLE FOR TUITION PAYMENT:**

If parents / guardians live in separate households and will share in payment responsibility, please indicate the name of each parent / guardian and the amount of tuition payment responsibility for each. The school office will mail an additional TUITION PAYMENT AGREEMENT FORM to anyone sharing tuition payment responsibility.

In addition, each responsible parent / guardian in a separate household choosing multiple tuition payments must use the FACTS Tuition Management Service to make tuition payments. See the Bookkeeper's letter explaining FACTS registration and fees. Each responsible parent/guardian must complete their own FACTS Agreement Form either by paper or online to register your child. Each responsible parent / guardian is charged a one-time fee by FACTS.

One parent / guardian must be a parishioner and qualify to receive the parishioner tuition discount in order for each parent / guardian in a separate household to receive the parishioner tuition discount.

## **TUITION PAYMENT AGREEMENT:**

Return the Tuition Payment Agreement Form with the registration form. Registration is not complete without receipt of a Tuition Payment Agreement Form.

## **TUITION ASSISTANCE:**

Families must complete the FACTS evaluation materials using the paper form included with your registration packet and mailed OR online at [www.factstuitionaid.com](http://www.factstuitionaid.com) by May 27th. **Families are ineligible for 2011-2012 tuition assistance after May 27.** See the Bookkeeper's letter. As parish funds are the source of tuition assistance, only parish families are eligible for tuition assistance. If parents / guardians in separate households are each parishioners, each must complete the FACTS evaluation materials for assistance in the portion of shared tuition payment responsibility.

## **TUITION REFUND:**

Families who withdraw a student(s) to relocate outside of the area served by Saint Luke may receive a tuition refund. Tuition refund rate schedule is available in the school office. Families who withdraw a student(s) for another reason are responsible for the entire tuition. Families may request a refund. School records are released only after tuition and / or other financial obligations are satisfied.

**TUITION PAYMENT AGREEMENT FORM**

**2011-2012 SAINT LUKE SCHOOL**

REGISTRATION IS NOT COMPLETE WITHOUT RECEIPT  
OF A TUITION PAYMENT AGREEMENT FORM

PARENT FULL NAME: \_\_\_\_\_

- Family is eligible for parishioner tuition-discount per student. See Pastor's letter.
- Family is not eligible for parishioner tuition-discount per student. See Pastor's letter.
- More than one family member (separate household) will share responsibility for tuition payment(s). Registration is not complete until **all responsible parties** have completed an online FACTS Payment Agreement Form or paper FACTS Form.

\*\*\*\*If a family is considering tuition assistance, they must complete the FACTS Tuition Assistance Evaluation Form and return it to FACTS by May 27, 2011. Registration is **not complete** until a family has selected a payment option

**TUITION FOR 2011-2012 -**

- Kindergarten Registration: \_\_\_\_\_ # of children registering
- Grades 1-8 Registration: \_\_\_\_\_ # of children registering

**NUMBER OF TUITION PAYMENTS & FEES -**

- ONE-TIME PAYMENT: I / we agree to pay tuition, in full, on or before August 1, 2011. \*
- TWO-TIME PAYMENT: I / we agree to pay tuition and fees, in full, in two installments on pre-arranged dates in July 2011 and January 2012. \*
  - Mailed Invoice from FACTS
  - Automatic Withdrawal (ACH) through FACTS Tuition Management
- FOUR-TIME PAYMENT: I / we agree to pay tuition and fees, in full, in four installments on pre-arranged dates in July and October 2011, and January and April 2012. \*
  - Mailed Invoice from FACTS
  - Automatic Withdrawal (ACH) through FACTS Tuition Management
- TEN-TIME PAYMENT: I / we agree to pay tuition and fees, in full, in ten installments on pre-arranged dates between July 2011 and April 2012 \*
  - Mailed Invoice from FACTS
  - Automatic Withdrawal (ACH) through FACTS Tuition Management

\* See Tuition Information Form - Grades K - 8

**METHOD OF PAYMENT(S) - Choose one**

- I will enroll online with FACTS and control my account online
- Please send a paper enrollment form home. I will complete the form and return it to school.

**INDIVIDUAL(S) RESPONSIBLE FOR TUITION PAYMENT**

PARENT / GUARDIAN	PARENT / GUARDIAN
PARENT / GUARDIAN	PARENT / GUARDIAN
SIGNATURE(S)	NAME & ADDRESS OF SEPARATE HOUSEHOLD PARENT / GUARDIAN RESPONSIBLE FOR TUITION PAYMENT



# PAYMENT AGREEMENT

St. Luke School  
1440 N Fairfield Rd  
Beavercreek, OH 45432

Agreement #: 1295806, Institution ID: 1262

2011-2012 School Year

Staple Voided Check Here

### 1 PERSONAL INFORMATION

### 2 RESPONSIBLE PARTY INFORMATION

(MUST be an authorized signer on the account listed in Section 3.)

Name:  First  Last  Day Phone #  -  -

Address:  Evening Phone #  -  -

City:  State:  Zip:  Cell Phone #  -  -

E-mail:

If you provide an e-mail address, correspondence from FACTS may be sent via e-mail.

You may list an additional person who may inquire about all account information and make changes to the account (optional):

ADDITIONAL AUTHORIZED PARTY:  First  Last

### 3 PAYMENT INFORMATION

Select ONLY ONE: Invoice **OR** ACH (If no selection, Invoice will be used)

PLEASE INVOICE ME:  Invoices will be sent to the e-mail address above. If none is provided, invoices will be mailed.

OR PLEASE MAKE MY PAYMENT FROM:  Checking (ATTACH A VOIDED CHECK)  Savings (NO DEPOSIT SLIPS)

(If no selection, Checking will be used)

Bank Name:

Routing Number:

Account Number:

FACTS Enrollment Fees	
Automatic	Invoice
3-12 payments \$38.00	3-12 payments \$45.00
1-2 payments \$10.00	1-2 payments \$10.00
<small>The nonrefundable enrollment fee will be automatically processed from the account provided WITHIN 14 days of the Agreement being posted to the FACTS system.</small>	<small>The nonrefundable enrollment fee will be included on your first invoice.</small>
<small>A late fee may be assessed by your institution for returned/late payments</small>	

PAYMENT PLAN OPTIONS: (Select one payment plan. If no selection, Plan A will be used.)

Plan A: 10 monthly payments (Begin Jul 2011, End Apr 2012)

Plan B: 4 payments (Jul 2011/Oct 2011/Jan 2012/Apr 2012)

Plan C: 2 payments (Jul 2011/Jan 2012)

MY PAYMENT DATE IS: (Select one payment date. If no selection, the 20th will be used.)

5  15  20

PEACE of MIND (POM) BENEFIT YES, please add \$12.00 to my enrollment fee for the POM plan. The nonrefundable POM fee for this benefit is \$12.00 per Agreement (added to your FACTS Enrollment Fee). POM benefit will pay any FACTS unpaid balance (except payments in arrears) in the event of the death of the Responsible Party who has signed this Agreement or his/her legal spouse. Coverage is only available to individuals under age 70. Additional information on POM and exclusions is provided on the reverse side.

### 4 STUDENT INFORMATION

Customer (Family) ID:

Student 1 Name:  First  Last  Grade:

Student 2 Name:  First  Last  Grade:

Student 3 Name:  First  Last  Grade:

Student 4 Name:  First  Last  Grade:

### 5 AUTHORIZATION

Total Amount Due: \$  ,  -

Number of Payments: See Payment Plan selection in Section 3.

Amount of EACH Payment: \$  ,  -

- By signing this Agreement, I guarantee and agree that:
- I am an authorized signer on the account provided;
  - I am the Responsible Party, whether or not named as the Responsible Party in Section 2;
  - I have received a front-and-back copy of this Agreement and agree to be bound by its terms;
  - I accept the Additional Authorized Party, if any, on this Agreement;
  - I authorize FACTS to initiate debit or charge entries to the account provided or any subsequent account provided;
  - A \$30.00 FACTS returned payment fee will be automatically processed from the account provided for each returned payment.

(X)  Signature required by the person who is an authorized signer on the account listed in Section 3.

Please print name of person who signed.  Date

(X)  Educational Institution Signature (authorized person)  Date

SEE 'TERMS AND CONDITIONS' ON BACK

This form must be returned to the educational institution at least 3 weeks before the first payment date.

#### TERMS AND CONDITIONS

FACTS Management Company (FACTS), Lincoln, Nebraska has contracted with the educational Institution (Institution) identified on this FACTS Agreement (Agreement) to process payments for tuition and/or fees. As the Responsible Party whose signature appears on this Agreement, you accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full. Your authorization will terminate when the total balance due has been paid (including fees, unless waived) and reenrollment information is not received for the next institution term.

#### Specific terms applicable to the ACH payment option:

**AUTHORIZATION:** You authorize FACTS to process payments from the account provided or any subsequent account. Your authorization will continue for the next Institution term upon receipt of reenrollment information submitted to FACTS by the Institution. Such reenrollment will be governed by the terms and conditions of that term's applicable Agreement. A new nonrefundable enrollment fee will be assessed at that term's rates. If reenrollment information is not received by FACTS, your authorization will terminate along with this Agreement.

**RETURNED PAYMENT FEE:** In the event that your financial institution returns a payment, a \$30.00 FACTS Returned Payment Fee will be automatically processed from the account provided within 20 days. A returned payment fee will be assessed for each payment attempt that is returned. If any returned payment fees are returned, they may be reattempted. Unpaid fees may affect your ability to participate in payment plans during future academic terms. Fees are subject to change in future academic terms.

**PAYMENT DATES:** If the payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although FACTS specifies the date each payment will occur, your financial institution determines the time of day the payment is debited from the account.

#### CHANGES TO YOUR AGREEMENT:

A. In the event you authorize additional services from the Institution, or in the event additional fees are assessed by the Institution in accordance with Institution policy and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change, including reenrollment for subsequent terms, shall constitute your authorization to change the payment amount, and/or to continue payments until the total balance due is paid in full. You do not require FACTS or the Institution to send advance notice of any adjustments resulting from any such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid, or any other similar cause, or resulting from any reenrollment. However, a copy of any such changed authorization or reenrollment, as described above, is to be provided to you by the Institution.

B. If there will be any change in the preauthorized payment amount other than a changed authorization or reenrollment, as described above, the Institution will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.

C. You may revoke your authorization/terminate your Agreement by sending FACTS a signed, written notification or email. Notification of termination must be received at least two (2) business days in advance of the next scheduled payment date. Please note that terminating your Agreement with FACTS in no way affects your obligation to pay the Institution. Your institution may demand immediate payment of all outstanding balances. You are strongly encouraged to contact your Institution before requesting to terminate your Agreement. You will be charged another nonrefundable enrollment fee if you subsequently begin a new Agreement.

#### Specific terms applicable to the Invoice payment option:

**PAYMENT INSTRUCTIONS:** Invoices will be sent approximately 20 days prior to each payment's due date. Payments by check or money order will be processed by FACTS' designated lockbox provider. Only checks and money orders payable from U.S. financial institutions will be accepted. Payments shall be deemed made when the item clears and is no longer subject to rejection.

**RETURNED PAYMENT FEE:** If a payment is returned, a \$30.00 FACTS Returned Payment Fee will be assessed and shown on your next statement. Unpaid fees may affect your ability to participate in payment plans during future academic terms. Fees are subject to change in future academic terms.

**LATE FEES:** A late fee payable to the Institution may be assessed for past due balances. Any late fee incurred will be shown on the next statement. The assessment of late fees is at the Institution's sole discretion; you should contact the Institution to inquire about its policy relative to late fees. If any late fees are returned, they will be included on your next statement. Fees are subject to change.

**CHANGES TO YOUR AGREEMENT:** In the event you authorize additional services from the Institution, or in the event additional fees are assessed by the Institution in accordance with Institution policy and as a result of changes authorized by you, you understand that the total balance due and/or payment amount will change.

#### General Terms (applicable to ALL payment options):

**ENROLLMENT FEE:** The nonrefundable FACTS enrollment fee will be automatically processed from the account provided within 14 days of the Agreement being posted to the FACTS system OR included on your first invoice. The nonrefundable enrollment fee is based upon the number of payments selected for each Agreement period. If the entire balance due is not paid within twelve (12) months, FACTS may assess a new nonrefundable enrollment fee and continue to do so on an annual basis until the balance is paid in full. Any applicable nonrefundable enrollment fee will be assessed for each reenrollment or renewal contract period. If any nonrefundable enrollment fees are returned, they will be reattempted or re invoiced. Fees are subject to change in future academic terms.

**CUSTODIAL ACCOUNT:** FACTS does not guarantee payments it does not collect from you. Collected funds shall be held by FACTS as your agent until remitted to the Institution. Depending upon the Institution's policy, payments returned by your financial institution may be reattempted. Refunds of any money paid to FACTS, except for any applicable FACTS fees, will be handled by the Institution according to its refund policy. Interest earned on custodial funds is payable to FACTS.

**CONFIRMATION:** Any and all inconsistencies in the information provided will be resolved in the confirmation notification or first invoice sent to you from FACTS. Changes made by the Institution that are received by FACTS before the notification is sent may also be included. In either event, the confirmation notification or invoice shall be controlling.

**DISCOVERY OF SUSPECTED ERRORS:** If you discover what you believe to be an error made by FACTS, you must report the suspected error to the company immediately. FACTS must hear from you no later than sixty (60) days after the suspected error occurred. This obligates you to timely review of your bank statements and a timely response to company letters, e-mails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

**GOVERNING LAW:** You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. This Agreement shall be governed by the laws of the State of Nebraska. The District Court of Lancaster County, Nebraska, shall be the sole venue for filing any action. This Agreement should in no way be construed to be a lender-borrower agreement between FACTS and the Institution or FACTS and you.

**PRIVACY AND SECURITY:** Data collected and stored by FACTS pursuant to this Agreement is governed by the Institution's privacy policy. This data will not be used by FACTS in any manner not approved by the Institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized associates and shall be used only for the purpose of providing service to you or the Institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. FACTS' privacy policy will govern use of your information only in the event that you request additional services directly from FACTS or its affiliates.

**PEACE OF MIND (POM) CERTIFICATE OF INSURANCE:** If, as the person who has signed the front of this Agreement, you have checked the "Yes" box enrolling yourself in the POM Benefit, this will serve as your Certificate of Insurance. The FACTS POM Benefit pays the remaining unpaid balance of the Agreement up to a Maximum Benefit Amount of \$30,000 and is subject to the conditions listed below:

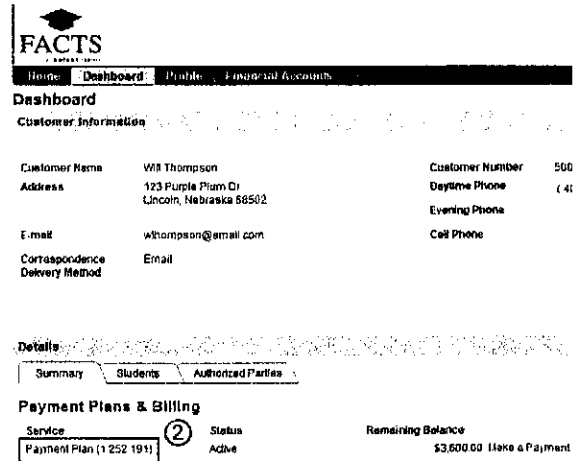
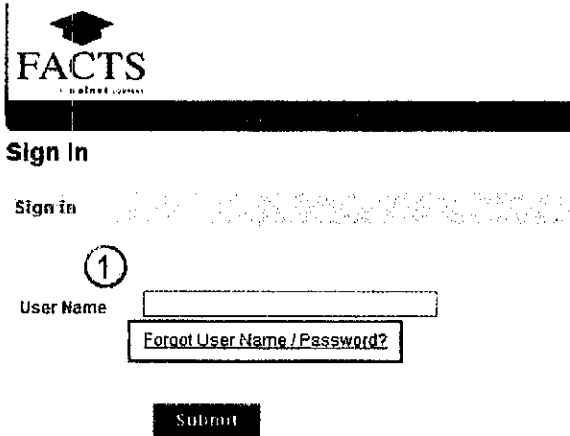
1. The Maximum Amount applies to each Agreement and is initiated upon death of the covered person. Covered person means the person who has signed the Agreement or that person's legal spouse. The covered person must be under age 70 at the time coverage begins.
2. The amount of Benefit payable is limited to the outstanding balance owed to the student(s)' Institution, as budgeted through FACTS, up to the Maximum Benefit Amount. Payments in arrears, if any, are not covered. The Benefit is payable directly to the Institution specified on the Agreement.
3. The coverage effective date is the date on which the authorized signer has signed the Agreement. The nonrefundable POM fee must be received by FACTS in order to process a claim. Coverage ends on the due date of the last scheduled FACTS payment.
4. Coverage does not apply when cancer or complications related to cancer cause death, and the covered person has received or been advised to receive medical advice, diagnosis, or treatment for cancer at the time coverage begins.
5. Proof of death is required to obtain this Benefit. A certified copy of the death certificate must be given to the coverage provider or to FACTS.
6. This is an insurance agreement governed by the laws of the State of Missouri. Coverage provided by Individual Assurance Company Life, Health & Accident, Kansas City, MO.

# FACTS Consumer Portal



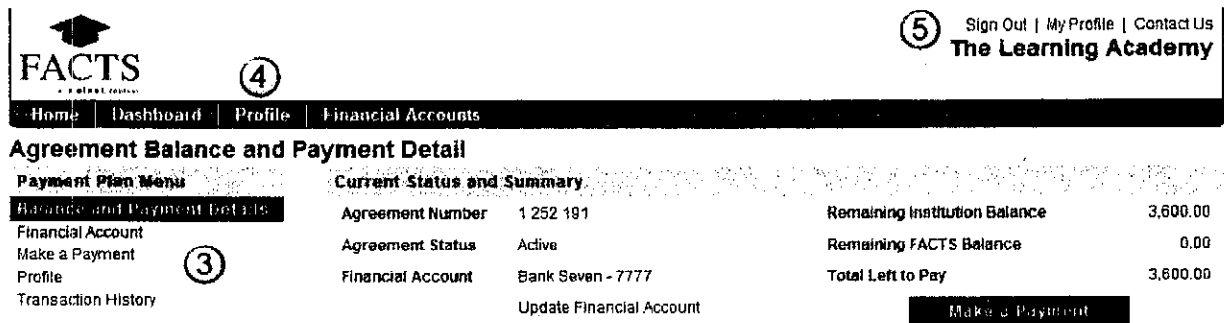
Now that you have set up your online payment plan with FACTS and created your username and password, you have the ability to view and update your payment plan online at <https://online.factsmgmt.com>. If the following option(s) is/are available at your school, from this site you can:

- Make up missed tuition payments
- Make a tuition payment in advance
- Add multiple payment methods to your online FACTS profile (i.e., credit card, bank account)
- Switch between payment methods throughout the year (credit card to bank account or vice versa)
- Maintain your demographic and financial account information



1-To log in, go to <https://online.factsmgmt.com> and enter your username and password. If you cannot remember this information you can select 'Forgot User Name / Password'.

2-Once logged in, you will need to select your agreement number to view your history and/or make updates to your information .



3- Your tool bar and summary box

- Check your balance and payment history
- Change/add financial account(s) information
- Make a payment online, if applicable
- View your profile information
- View your complete history with FACTS
- Print information for your records
- Verify changes made by the school

4- Update your profile and security questions by selecting the Profile tab and clicking the 'Edit' button on the right of your screen.

5- You can sign-out of the system, update your profile information or find FACTS contact information.

**FACTS information letter to families-----PLEASE READ**

**March , 2011**

Dear St Luke School Parents,

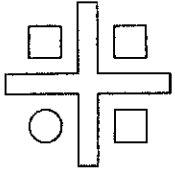
Once again, we will be using FACTS Tuition Management System to collect our extended tuition payments. This year, you will have the option of enrolling online to control YOUR account information and YOUR payment information.

The Benefits of using FACTS for your tuition payment plan are:

1. **Payment Dates:** You may choose from the 5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account. You can still choose to have invoices mailed to you. Please see our Bookkeeper's letter for fees involved with the extended payment option.
2. **Enrolling in FACTS:** You may enroll in FACTS by going online (go to website: [www.saintlukeparish.org/school](http://www.saintlukeparish.org/school) and click on the FACTS payment plan icon). Or you can still complete the FACTS Agreement form (paper form) if you prefer, all from the comfort of your home.
3. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$12 per year per family. In the event of death of the responsible party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
5. **Consumer Account:** You may check your personal account or make payments online (if applicable) from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year.

Thank you for your continued loyalty and support for St. Luke School. We depend on your support in our efforts to provide the highest quality of education for your children. Your continued support and cooperation is appreciated, as we remain committed to our mission.



St. Luke the Evangelist Catholic Church  
1440 N. Fairfield Road  
Beavercreek Oh 45432

**"Blessed are they who hear the word of God and keep it."**  
Luke 11:28

March 14, 2011

Dear Parents:

Saint Luke is pleased to announce that the school will again be using the FACTS Tuition Management Service for extended payments of 2011-2012 school tuition. We are equally pleased and excited FACTS is offering a new online enrollment. All families, new and returning, can sign up for an actively managed payment plan from the school's website. This change will allow you to maintain your financial account information online, make online tuition payments, and access a web-based interface for account viewing. Facts will of course still be offering the traditional paper agreement for those who prefer it. You will find all the details in your 2011-2012 registration package.

FACTS will still be offering two payment methods, Automatic Bank Payments (ACH) and Invoice. You will need to choose the method of payment when you register online or in Section 3 of the Facts Tuition Payment Agreement. If no method of payment is selected, "Invoice" will be the default selection. For parents / guardians that live in separate households and will share in payment responsibility, each parent / guardian **must** complete a separate online registration or paper agreement form for the amount of responsible tuition. The Facts one time processing fees that are billed to your first payment are as follows:

- Monthly or Quarterly Invoice \$45.00
- Semi-Annual Invoice \$20.00
- Monthly or Quarterly ACH \$38.00
- Semi-Annual ACH \$15.00

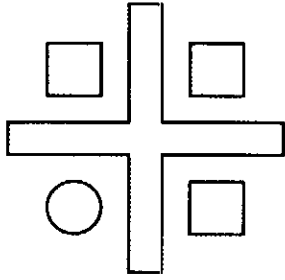
FACTS also offers a tuition assistance evaluation service to Saint Luke to help qualifying parents meet their tuition obligation. You can apply on-line or by-mail with forms that are included in the registration packet. The application deadline for 2011-2012 tuition assistance is **May 27, 2011**. Applications received after May 27, 2011 will **not** be considered for tuition assistance. Qualifying parents will be notified of 2011-2012 tuition assistance by June 24, 2011.

Please remember that your school registration is **not** complete until you have either completed a FACTS paper agreement and returned it to the school office or completed the online registration process. If I can clarify or assist you with either the online registration, FACTS agreement form, or Tuition Aid, please call me at 426-1733, ext -207.

Sincerely,

*Laurie Dodsworth*

Laurie Dodsworth  
Tuition Accounts/Bookkeeper



St. Luke Catholic School  
1442 North Fairfield Road  
Beavercreek, OH 45432  
937-426-1733

Fax: 937-426-6435

Website: [www.saintlukeparish.org/school](http://www.saintlukeparish.org/school)

March 2011

Dear Parents:

Thank you for choosing St. Luke School for your children for the 2011-2012 school year. I understand that the decision to send your child to our Catholic school reflects a strong belief in our program. I would like to provide you with all of the information you need as you make your decision to send your child here.

In this packet I have included the following forms/information:

1. Registration Forms- complete and return with registration fee  
Students/Families who are returning \$100.00/child  
**Students/Families that are NEW \$150.00/child**  
**The packet includes one of the following:**
  - a. Returning Student Registration Form (Pink Page)\*
  - b. New Student Registration Form (Yellow Page)\*
  - c. Kindergarten Registration Form (Blue Page)\*
2. Tuition Payment Information Sheet
3. Tuition Payment Agreement Form\*
4. Multiple Tuition Payment FACTS Forms (Purple Page)
5. Facts Tuition Assistance Evaluation Materials \*\*
6. Letter from the Pastor Father Terry Schneider
7. Letter from the Bookkeeper Mrs. Laurie Dodsworth
8. Ethnicity Report must be submitted

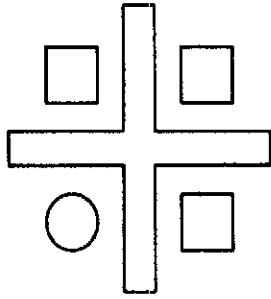
Please complete the appropriate \* forms and return them to the school office by Friday March 25, 2011 with the correct (see #1 above) registration fee. If requesting tuition assistance, please complete the \*\* FACTS materials and return them as indicated.

If you have any questions, would like to sit down and discuss our curriculum or have a tour of the school please do not hesitate to contact me at 426-1733, extension 403. St. Luke School's primary mission is the faith development of each child. Our goal is to develop students who know and live their faith in their school, neighborhood, and world.

Sincerely yours,

A handwritten signature in black ink that reads "Leslie Vondrell". The signature is written in a cursive, flowing style.

Leslie Vondrell  
Principal



SAINT LUKE THE EVANGELIST  
1440 NORTH FAIRFIELD ROAD  
BEAVERCREEK, OH 45432

March 14, 2011

**Dear Parents:**

**Welcome to the 2011-2012 school year which you are considering for your child(ren) at Saint Luke.**

**A Catholic school education, particularly at Saint Luke, offers your child an opportunity to excel in both faith and academics. Learning at Saint Luke is about growing in character as well as in knowledge.**

**In terms of quality and value, Saint Luke's cost-per-pupil is less than a public school education today and our mission includes instilling a lifetime of moral spirit and Christian meaning to a child.**

**Quality and value, however, are not inexpensive. Parents like yourselves pay a high cost to provide a Catholic education to a child. Again in 2011-2012, your sacrifice is being shared by teachers who receive smaller-than-public-school salaries and by parishioners-at-large who support the school as a whole.**

**As such, when a family is registered and contributing in weekend offerings, the full cost-per-pupil tuition is discounted by recommendation of the Education Commission, Finance Commission and Pastoral Council. When a family is not registered and not contributing in weekend offerings, however, a full cost-per-pupil tuition is expected and necessary. Parents qualify for the discounted tuition in 2011-2012 who:**

- **are registered at Saint Luke before March 1, 2011 or who register at Saint Luke promptly after moving into the parish after March 1, 2011, who**
- **are part of the Saint Luke community, not just its registration list: to include witnessing one's faith in regular worship, volunteering, and other involvement that fosters spiritual growth in one's child(ren), the school and the parish, and who**
- **contribute to weekend offerings using envelopes (a suggested amount is \$10.00<sup>+</sup> per week).**

**Parents who qualify for the discounted tuition can expect these criteria to be reviewed during the year. Saint Luke will also try to work with families needing tuition assistance during the 2011-2012 school year.**

**Maintaining enrollment and keeping tuition cost as-low-as possible are both important in maximizing school revenue. Revenue from tuition, dependent upon total enrollment, covers only 75<sup>+</sup>%, roughly, of overall school expense annually. As tuition cost is critical in your family budget (as expense), it is also critical in the school family budget (as revenue). Annually, other revenue for the school ministry comes from State of Ohio auxiliary service money, fundraising activities for the school, and from the parish.**

**As a product of Catholic schools, I cherish what my parents and my parish made possible for me. As a pastor of a Catholic school, I commend parents who today sacrifice to provide a Catholic education for their child(ren). As best I can, I pledge parish support of your effort.**

**Reverend Terrance L. Schneider  
Pastor, Saint Luke the Evangelist**