

St. Bernard's CCHS

Registration Instructions for a New Student

Visit www.stbernardscchs.org Drag Curser over Admissions Tab, Select Tuition and Financial Aid, Click on 2019-2020 Enroll with FACTS. 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 Office of Student Accounts will enter the tuition rate, the \$195.00 non-refundable registration/processing fee, and, if applicable, the \$3,500.00 International Student Processing Fee and finalize your agreement. Once your agreement has been finalized by the Office of Student Accounts, 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 ten (10) calendar days from the date of your confirmation letter (via email correspondence from FACTS, if you have elected that option with them), there will be a deduction of \$195.00 for the non-refundable registration/processing fee and, if applicable, the \$3,500.00 International Student Processing Fee from the account you provided to FACTS Management. Neither of these non-refundable/non-transferable fees is included in the tuition amount that is set by the school. If the \$195.00 non-refundable registration/processing fee or the \$3,500.00 International Student Processing Fee fails, your tuition payment plan agreement with FACTS Management will be automatically terminated, and the student will not be registered. If your agreement is terminated, you will be notified by FACTS Management and the non-refundable registration/processing fee will now be \$275.00 to complete and submit a new FACTS tuition payment agreement to register the student.

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.stbernardscchs.org 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.

2019 – 2020 Tuition St. Bernard's CCHS

Base tuition = \$9,000.00

Activity Fee = \$750.00

Total for Tuition grades 9-12 = \$9,750.00