

SAINT MARY CATHOLIC SCHOOL

110 ROBINWOOD DR. S.W.
FT. WALTON BEACH, FLORIDA 32548
(850) 243-8913 * FAX (850) 243-7895



Rev. Doug Halsema, Pastor
Mrs. Amy T. Akins, Principal

2018 – 2019 REGISTRATION INSTRUCTIONS

Registration Fee (per child): **\$200.00**
The Registration Fee is Non-Refundable.

What to bring with you: ***Birth Certificate, Social Security Card, and Baptismal Certificate**
*** Must have when submitting Registration**
****Florida Immunization Form (HRS 680)**
****Florida Physical Examination Form (HRS 3040)**
**** Must have by 1st day of school or will not be able to attend school**

Tuition Assistance and Parish Subsidy: Refer to Saint Mary Catholic School 2018-2019 Grant Information Brochure for Tuition Assistance Programs and Grant Programs. The deadline for submission of these is April 15, 2018. All financial aid will be awarded by May 1, 2018.

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The registration packet includes the following: Registration Form, Financial Commitment Agreement, Tuition Payment Preference Form, Probation Period Policy, Parent Volunteer Agreement, and 2018-2019 School Year Fee Sheet

- 1. COMPLETE AND SUBMIT THE REGISTRATION FORM**
 - Complete all information (fill-in all spaces) and be sure to include all religion and parish information, including dates, social security number and birth date.
 - Include emergency name and phone for 2 people and be sure to sign all required spaces.
- 2. COMPLETE THE FINANCIAL COMMITMENT AGREEMENT**
 - Complete the top portion of the form only and sign. The bottom portion will be completed by the school if applicable.
 - If you are interested in Financial Assistance, please review the Grant Flyer and the FACTS Grant and Aid Assessment Instruction. For more information, contact the school office.
- 3. COMPLETE THE TUITION PAYMENT PREFERENCE FORM**
 - Timely payments of your tuition ensure the continued quality education of your child.
 - Check a payment option and sign the bottom of the page.
- 4. COMPLETE ONLINE SETUP OF FACTS ACCOUNT**

FACTS set-up is available online at <https://online.factsmgmt.com/signin/3T36S>. Children will not be enrolled in classes and registration is not complete until FACTS account is setup. Link also available on school website.
- 5. READ AND SIGN PROBATION PERIOD POLICY**
- 6. READ AND SIGN PARENT VOLUNTEER AGREEMENT**
- 7. ATTACH CASH OR A CHECK MADE OUT TO SAINT MARY CATHOLIC SCHOOL**
 - The Non-Refundable Registration Fee is \$200 for new students.
- 8. IF APPLYING FOR PARISH SUBSIDY, PARTICIPATING FORMS MUST BE OBTAINED FROM YOUR PARISH**
 - All Parish Subsidy Forms and Tuition Assistance must be in by April 15, 2018.
 - The first tuition payment is due June 1, 2018.

REGISTRATION IS NOT COMPLETE UNTIL THE REGISTRATION FORM AND
REGISTRATION FEE HAVE BEEN RECEIVED IN THE SCHOOL OFFICE AND FACTS ACCOUNT SETUP ONLINE.