



St. Ambrose Academy Registration Form 2022-2023

Return this registration form along with the non-refundable registration fee.
Please make checks payable to : St. Ambrose Academy

Student Information

First Child

Last Name:

First Name:

Middle Name:

Date of Birth:

Age:

Gender:

Grade Applying For:

Address:

Home Phone:

City:

State:

Zip:

Religion:

Race: (Check all that apply)

American Indian/Alaska Native

White (Non-Hispanic)

Black/African American (non-Hispanic)

Asian

Native Hawaiian/Pacific Islander

Multi-racial

Ethnicity: (Check one)

Hispanic

Non-Hispanic

Second Child

Last Name:

First Name:

Middle Name:

Date of Birth:

Address:

Home Phone:

Age:

Gender:

Grade Applying For:

Race: (Check all that apply)

American Indian/Alaska Native

White (Non Hispanic)

Black/African American (non-Hispanic)

Asian

Native Hawaiian/Pacific Islander

Multi-racial

Ethnicity: (Check one)

Hispanic

Non-Hispanic

Third Child

Last Name:

First Name:

Middle Name:

Date of Birth:

Address:

Home Phone:

Age:

Gender:

Grade Applying For:

Race: (Check all that apply)

American Indian/Alaska Native

White (Non-Hispanic)

Black/African American (Non-Hispanic)

Asian

Native Hawaiian/Pacific Islander

Multi-racial

Ethnicity: (Check one)

Hispanic

Non-Hispanic

Family Information

Name:	Name:
Relationship to Student:	Relationship to Student:
Address:	Address:
City: State: Zip:	City: State: Zip:
Home Phone:	Home: Phone:
Cell Phone:	Cell Phone:
Work Phone:	Work Phone:
Employer:	Employer:
Employer Address:	Employer Address:
Email:	Email:

Pre-School

<p>3 Year Old Program</p> <p>___ 5 Full Days ___ 5 Half Days (8:30AM-11:30AM) ___ 2 Full Days Please indicate which days M, T, W, Th, F ___ 2 Half Days (8:30AM-11:30AM) Please indicate which days M, T, W, Th, F</p> <p>___ AM Wrap Around (5 days) ___ AM Wrap Around (2 days) ___ PM Wrap Around (5 days) ___ PM Wrap Around (2 days)</p>	<p>4 Year Old Program</p> <p>___ 5 Full Days ___ 5 Half Days (8:30AM-11:30AM) ___ 3 Full Days Please indicate which days M, T, W, Th, F ___ 3 Half Days (8:30AM-11:30AM) Please indicate which days M, T, W, Th, F</p> <p>___ AM Wrap Around (5 days) ___ AM Wrap Around (3 days) ___ PM Wrap Around (5 days) ___ PM Wrap Around (3 days)</p>
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How did you hear about our school?

<p>___ A relative/friend</p> <p>___ Kids Out and About Advertisement</p> <p>___ Newspaper/Magazine Advertisement</p> <p>___ Other _____</p>	<p>___ Facebook/Social Media</p> <p>___ Ambassador Program – Referring Family Name: _____*</p>
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*Referring name and W-9 due at time of registration

<p style="text-align: center;">Demographics (for office use only)</p> <p>Home School District: _____</p> <p>Religion: _____</p> <p>Place of Worship: _____</p>	<p style="text-align: center;">For Office Use Only</p> <p>Date Received: _____</p> <p>Registration Fee: _____</p> <p>Parish Commitment Form: _____</p> <p style="text-align: center;">___ Received ___ Pending</p> <p>Ambassador Sponsor: _____</p> <p style="text-align: center;">W-9 Received: _____</p>
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St. Ambrose Academy
Registration Information Form
Finance Information for 2022-2023 School Year

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

Name of the Financially Responsible Person* _____

Register by April 14, 2022 and receive a \$125 tuition discount and pay a \$75 registration fee.* On April 15, 2022 the registration fee increases to \$125. On July 1, 2022, the fee increases to \$150. Register by February 11, 2022 for three chances to win a \$250 scholarship. Drawings will be held in February, March & April. The registration fee is non-refundable, non transferable and must be submitted with this form to finalize registration.

- Registration Fee Payment in form of cash, check or money order only, made payable to **St. Ambrose Academy**.
- All tuition payments **must** be paid in FACTS Management.
- 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. Registrations are not complete until FACTS account is set up. New Registrants must go on-line to <https://online.factsmgt.com/signin/3G3KS> to create an account. Returning 21-22 school year families will automatically renew with the same payment plan for the upcoming 22-23 school year. Those whose payment methods are no longer valid or who wish to change their payment type will 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, must do so annually by applying on-line to FACTS.
- Before and After Care charges will be billed through the family's FACTS account.
- A Family/Parish Commitment Form must be submitted and approved to receive the Catholic parishioner rate. The non-parishioner rate will be charged unless the form is received.

*Must be no more than 30 days past due in current year's tuition to register for any early discounts. If account is past due at the end of this school year, June 30, 2022, any tuition credit promotion will not be valid and thus not applied to next year's tuition.

Understanding and Agreement:

1. I have been provided a copy of the St. Ambrose Academy Registration and Tuition Collection Policies and Procedures for 2022 -2023.
2. A \$20 fee will be assessed for late tuition.
3. A \$30 fee will be assessed on returned checks.
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 students will be unable to attend school if tuition is over sixty (60) days past due. A child will not be able to attend the Before and After Care Program if the BASC account is past due per the BASC policies.
6. 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.
7. 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# _____ - _____ - _____

Date of Birth: _____

Relationship to Student(s): _____

Mailing Address _____
Street City State Zip

Home phone: _____ 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. Ambrose
Academy 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: _____

Home Phone #: _____ Cell Phone #: _____

Employer: _____ Employer Address: _____

E-Mail: _____ Social Security #: _____

Date of Birth: _____



ST. AMBROSE ACADEMY

31 EMPIRE BLVD.
ROCHESTER, NY 14609
TEL: 585-288-0580
FAX: 585-288-2612

REGISTRATION AND TUITION COLLECTION POLICIES AND PROCEDURES

REGISTRATION

Register by April 14, 2022 and receive a \$125 tuition discount and pay a \$75 registration fee. On April 15, 2022 the registration fee increases to \$125 through June 30. On July 1, the fee increases to \$150. Register by February 11, 2021 for three chances to win a \$250 scholarship. Drawings will be held in February, March & April. The registration fee is **non-refundable, nontransferable and** must be submitted for each family to finalize registration.

- All registration checks or money orders must be made payable to **St. Ambrose Academy**.
- Registration fees are **non-refundable and nontransferable**.
- A \$30 fee will be assessed for returned checks.
- All families who enroll students in St. Ambrose Academy will be required to set up an online account with FACTS, **and create a payment plan within five days of registration in order for registration to be complete.**
- After July 31, 2022, the first and current months' tuition (2 months) are due along with the \$150 registration fee at the time of registration.
- 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 FACTS to reflect the changes.
- If this is a re-registration, it is understood that final validation for registration and grade placement for the next school year is dependent upon completion of all financial responsibilities for the current/past school year.

***Cannot be more than 30 days past due in current year's tuition to register and to qualify for early discounts. All 21-22 tuition must be paid in full by 6/30/22 to retain discounts.**

Tuition Payment Plan Options

Annual Payment	First Payment Due on August 1 st or 15 th
Semi-Annual Equal Payments	First Payment Due on August 1 st or 15 th , and balance due January 1 st or 15 th
Ten Monthly Equal Payments	First Payment Due on August 1 st or 15 th

Tuition Collection Policies

- A \$20 late fee will be assessed on late payments.
- A \$30 fee will be charged on returned items.
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. In this event, all costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition.
- All tuition must be paid through FACTS Management on-line system.
- Extended Care payments will be charged to and must be paid through a family's FACTS account.

Delinquent Accounts

- Families with one payment in arrears will be notified by FACTS, St. Ambrose Academy and/or Peace of Christ Parish Finance Office as being PAST DUE.
- Families with an outstanding tuition balance of two payments in arrears will be notified by St. Ambrose Academy and/or Peace of Christ Parish Finance Office as being SERIOUSLY DELINQUENT. A written notification will be provided to the families. The Principal, Pastor, or Business Office (as appropriate) will be notified of the seriously delinquent status. The notification will alert the family that the student will not be allowed to attend classes.
- Delinquent accounts are referred to a collection agency when all other attempts to obtain payment have failed. Any additional costs related to the collection and/or legal process could be passed on to the person financially responsible for tuition. School records will be withheld until the account is paid in full.



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TEL: 585-288-0580
FAX: 585-288-2612

Registration 2022-2023

Dear Parents and Guardians:

St. Ambrose Academy will continue to use **FACTS Management** for both our **tuition collection and financial aid application** processes. **FACTS Grant & Aid Assessment** will once again conduct the financial need analysis for St. Ambrose Academy for the upcoming 2022-2023 school year.

Once registered at our school office, you will be required to set up an account or login to your existing account at <https://online.factsmgmt.com/signin/3G3KS> to set up your tuition payment plan. When adding your child to your FACTS account you may be asked for a student ID number, however, it is not needed to proceed with completing the set up.

If you are applying for financial aid, you can also do so on this site. The cost is \$35 payable on-line. **Note**, the financial aid application and all necessary supporting documentation must be to **FACTS Grant & Aid Assessment** by **April 1, 2022** in order for a timely allocation of aid. **Funds are limited and may not be available after the application deadline.** Once an online aid application has been completed, the following will need to be sent to **FACTS** to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules
- Copies of your W-2 forms for both you and your spouse
- Copies of supporting documentation for Social Security income, welfare, child support, food stamps, workers compensation and TANF

All supporting documentation can be faxed to 1-866-315-9264 or mailed to the address below:

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, please call a FACTS Customer Care Representative at **1-866-441-4637**.

Sincerely,
St. Ambrose Academy
Finance Office