



Enrollment Process:

1. Complete the Enrollment Packet on Facts Tuition Management
 - a. Go to the [St. Bernadette FACTS Site](#) and create an account, or log on to an existing account.
2. Create a tuition Payment plan on Facts
 - a. Click on Set-up a Payment Plan and Select the 2026-2027 School Year
3. Go back to your enrollment packet and pay the registration fee. Submit your enrollment packet to the school to finalize your application.
4. Complete any scholarship applications (Ed Choice and CEF)
 - a. Please be sure to see our [Scholarship Information](#) page on our website
 - b. All families will qualify for an Ed Choice Scholarship (the award amount will be determined by your FPL). This scholarship is for K-8 students only.
 - c. We encourage all families to apply for the CEF Scholarship. This scholarship is normally due no later than February 28th (Firm deadline). Watch your email closely afterwards to ensure that no additional information is requested. This scholarship is for grades Preschool to 8th Grade.

Payment Plans Options:

Payment in Full – A family may elect to pay the tuition in full no later than August 5th or August 20th.

Two Payment Option – Families may elect to pay the tuition due over a period of two payments with a Facts \$22 set up fee. The first payment would be due in August and the second in January.

Payment Over 10 Months – Families may elect to pay the tuition due over a period of ten months with a Facts \$53 set up fee. Payments will begin in August and run through May.



Policies:

- Registration fees are non-refundable and must be paid at the time of registration
- All student and supply fees are non-refundable after school has started
- Students will not be accepted until all steps of the registration process have been completed including setting up a payment plan and paying your registration fee
- Any families with a past due balance will not be accepted for re-enrollment until their FACTS accounts are brought current
- ***Please note that in order to secure your child's spot in the class, we request that all registrations are completed no later than February 13, 2026.*** After that date we will open up enrollment to new students.
- For returning students, we recommend that you consider your 2025-2026 Ed Choice award amount when choosing your payment plan unless you had a change in income. **Please remember that you must re-apply for Ed Choice every year.**
- The application window for Ed Choice opens on February 1st each year, we recommend that you apply early as applications are processed on a first come, first serve basis. Ed Choice Scholarship Awards are typically announced in early to mid-July.
- After Ed Choice Scholarships are announced in July we will invoice families for their tuition. Tuition payments will start in August.
 - Please note that anyone who is still waiting on their Ed Choice Scholarship award amount after we receive the list from the state will need to start paying tuition in August. Any applicable refunds will be given once we have received the scholarship award information from the state.
- CEF Scholarships applications are available on FACTS Tuition Management and those applications have a firm deadline of February 28th. CEF Scholarship Awards are usually announced in March or April.
- Both the Ed Choice & CEF Scholarships are only able to be applied to tuition. **All registration & student/supply fees are the responsibility of the family.**
- Families will be invoiced for their tuition, student / supply fees, field trips, etc. through their FACTS Management Account
- The payments are electronically processed according to your requested payment plan by FACTS Management from the family's designated checking, savings account, or credit card



- Families must update their payment information as needed throughout the school year and are responsible for paying any fees assessed for insufficient funds or late fees
- Invoices and statements are emailed out by FACTS, if you are not receiving your invoices or account statements, please log-into your FACTS account to confirm the email address on file is correct.

Students will not be permitted to re-enroll in school until their past due balances have been resolved. If this happens, please contact the Business Office to make payment arrangements.

REFUND POLICY:

Students' families who are physically relocated out of the area served by the parish may request a refund according to the following schedule:

Before School Starts 100% Refund of tuition

Before December 1 50% Refund of tuition

Before February 1 25% Refund of tuition

After February 1 NO REFUND

Registration fees are non-refundable. Student / supply fees are non-refundable after the first day of school.

Students who are withdrawn for any other reason are responsible for the entire balance of their tuition, but they may request a review of their case by the Pastor. School records are not released for such transfers until the entire bill is paid and all other outstanding financial obligations have been satisfied.

All questions about tuition payments or invoices should be directed to Jennifer Harris in the Business Office at jharris@stbernadetteamelia.org.