



## TABLE OF CONTENTS

<b>CONTACT INFORMATION:</b> .....	2
GENERAL POLICIES AND GUIDELINES:.....	2
TUITION RATES AND OTHER PROGRAM FEES:.....	3
TUITION AND OTHER FEE PAYMENTS: .....	4
FACTS PAYMENT PLAN OPTIONS FOR TUITION: .....	4
CHANGES TO THE FACTS PAYMENT PLAN:.....	5
TAX STATEMENTS AND FEDERAL TAX ID: .....	5
ENROLLING AND WITHDRAWING AFTER THE START OF THE SCHOOL YEAR:.....	5
DELINQUENT PAYMENTS: .....	6
TUTORING: .....	6
FIELD TRIPS AND LOYOLA ACADEMY TRIPS:.....	6
5 <sup>TH</sup> GRADE AFTER-SCHOOL PROGRAM.....	7
BEFORE-SCHOOL PROGRAM: .....	7
AFTER-SCHOOL PROGRAM: .....	7
AFTER-SCHOOL LATE PICK-UP FEES .....	8
SUMMER PROGRAM FOR GRADES 5-7 .....	8
SUMMER PROGRAM PRE-KINDERGARTEN TO GRADE 4 .....	8
VACATION PROGRAMS 2019 .....	8
SAINT COL'S CLUBS:.....	9
MUSIC AND DANCE CLASSES: .....	9
SPORTS PROGRAM.....	9
HOT LUNCH PROGRAM: .....	10
MILK PROGRAM: .....	10
FINANCIAL AID (NEED-BASED GRANT PROGRAM) .....	10
HOW TO APPLY FOR FINANCIAL AID: .....	11
GRANT DEADLINES AND AWARD NOTIFICATIONS:.....	12
FAMILY SERVICE PROGRAM .....	12
FUNDRAISING COMMITMENT (BC RACE TO EDUCATE): .....	12

### CONTACT INFORMATION:

#### Tuition/Financial Aid/ Child Care Vouchers

**Lavinia Ifrim**

Tel: 617-254-3110 ext. 104

Fax: 617-254-3161

Email: [businessmanager@stcps.org](mailto:businessmanager@stcps.org)

#### Admissions and Community Outreach

**Erica Rego**

617-254-3110 ext 105

Fax: 617-254-3161

[erego@stcps.org](mailto:erego@stcps.org)

[admissions@stcps.org](mailto:admissions@stcps.org)

#### FACTS Grant & Aid

Tel: 866-441-4637

To log into the **FACTS Grant & Aid** application, visit:

<https://online.factsmgt.com/aid>

#### FACTS Billing Plans

Tel: 866-441-4637

To log into the **FACTS Billing Plans** system, visit:

<https://sc-ma.client.renweb.com/pw/>, click on FACTS tab and FACTS HOME link

---

Saint Columbkille Partnership School is committed to providing a high-quality Catholic education. We do our best to make Catholic school education affordable to all who truly desire and value it for their children. We foster a trusting, community relationship between the school and the family, and generate funds so the school has a solid financial base to more effectively improve programs and services. With the help of Boston College, the Catholic Schools Foundation and generous private donors, the school raises substantial funds to help offset the cost to educate each child. Thus, every child is given a tuition subsidy. For families that qualify, need-based grants are available.

It is important that all families fulfill their financial obligations. It is the expectation that families make tuition and fee payments in a timely manner. Below are the tuition rates and additional fees that will be billed at the time of enrollment for the 2018-2019 school year.

### GENERAL POLICIES AND GUIDELINES:

The following policies have been put in place to ensure the school's financial sustainability:

- Tuition payments begin July 1 and end in April each year.
- In order to be admitted to school in September, families must make two tuition payments, in July and August (equivalent to 20% of annual tuition).
- Non-payment of any accounts (tuition, before and after-school fees, and other fees) may result in the exclusion from school and/or other school programs.
- All financial obligations must be paid in full to ensure a student's registration for the following school year. Financial obligations for eighth graders must be met prior to graduation. Requests for processing of school records will not be honored until financial obligations are met.
- Should special circumstances occur that would inhibit a family from meeting financial obligations, a meeting must be scheduled with the Business Manager in a timely manner.
- Any alternative payment arrangement request must be made in writing, preferably by email to [businessmanager@stcps.org](mailto:businessmanager@stcps.org).
- The annual registration fee of \$300 per child is not refundable and must be paid through the FACTS Payment Plan.



**TUITION RATES AND OTHER PROGRAM FEES:**

Program	Grades	Tuition Rate for 2018-2019
<b>Early Education Program</b>	PreK 2.9 (age 2 years 9 months by September 1) PreK (age 3 by September 1)	\$9,200
	K1 (age 4 by September 1)	\$9,200
<b>Kindergarten through Grade 8*</b> <small>*To receive the additional student discount, the students must live at the same address, be immediate relatives and be in Kindergarten to Grade 8</small>	One student	\$7,400
	Additional Students	\$7,000

<b>Additional Fees 2018-2019</b>	Fees	Early Education Program	Kindergarten to Grade 5	Loyola Academy Grade 6 to 8
	Registration and Supply Fee (billed at time of enrollment in school)	\$300	\$300	\$300
	Field Trip Fee (billed at time of enrollment in school)	\$40	\$40	\$50
	8 <sup>th</sup> Grade Graduation Fee (billed at time of enrollment in school)			\$100
	Loyola Academy Overnight Trips (billed in January, incidental expense account)			\$500
	Technology Fee (Chromebook policy for Loyola Academy will be available in September)			\$315

<b>Enrollment Based Fees 2018-2019</b>	Program	Fees
	Saint Col's Club Program	Grades 1 to 3: \$40 per club Grades 4 to 8: \$210 per year (unlimited clubs)
	Suzuki Violin	Grades K1 to 3: \$600 per year
	Band	Grades 4 to 8: \$600 per year
	Piano	Grades 2 to 8: \$600 per year
	Dance	Grades 1 to 8: \$400 per year
	Recorder	Grades K2, 1, 2: \$200 per year
	Lunch Program	TBD, payable to John Giragosian
	Milk Program	\$50 per year
	Before-School Program	\$5 per day
	After-School Program	Review program info
	5 <sup>th</sup> Grade After School	Available based on interest, \$10 per hour
	February and April Vacations	\$70 per day (minimum 2-day enrollment)
Summer Program	\$288 Non-Saint Columbkille students \$273 Saint Columbkille students	
Summer STEM Academy	\$300 per student	

### TUITION AND OTHER FEE PAYMENTS:

Saint Columbkille Partnership School partners with FACTS Management Company and RENWEB for tuition and fee processing management and FACTS Grant & Aid for managing the financial aid program. Families have two accounts created in the FACTS Payment Plan system: one for processing automatic payments such as tuition, registration fees and field trip fees, and a second for processing incidental expenses which can be set up as automatic payments (default is online manual payments) for programs such as after-school, fee-based music lessons, Saint Col's Clubs, tutoring, etc. Any financial aid will be allocated through the FACTS Grant & Aid system and posted on the FACTS Payment Plan based on the policies outlined in this document.

FACTS Management Company serves over 4,000 schools nationwide with tuition management for private and faith-based schools. This is not a loan program, so no debt is incurred and no credit check is conducted. All tuition, after-school programs and other fees will be made through the FACTS Payment Plan. Payments are made through bank-to-bank transfer of funds (ACH payments) from an authorized checking or savings account; MasterCard, American Express and Discover credit cards are also accepted, but will incur a 2.85% processing fee per payment. Visa credit cards are not accepted.

To access the FACTS payment plan log into RENWEB at <https://sc-ma.client.renweb.com/pw/>, click on the FACTS tab and FACTS HOME link.

### Current Students

Once an application for re-enrollment is submitted through RENWEB, families will be re-enrolled in the payment plan. The registration fee of \$300 will be processed on February 28, 2018 and for any students re-enrolled thereafter, the registration fee will be processed within 10 days of submitting the re-enrollment application. FACTS Payment Plan will send out notices of re-enrollment and payment due dates. Should you need changes to the payment plan or a graduated payment for the registration fee, please email [businessmanager@stcps.org](mailto:businessmanager@stcps.org) to request them.

### New Students

Once the enrollment packet is submitted through RENWEB, the FACTS Payment Plan will be selected and the registration fee of \$300 per student will be processed immediately. The FACTS Payment Plan will be set up within 14 days of the packet submission.

### FACTS PAYMENT PLAN OPTIONS FOR TUITION:

For each of the following payment plan options there is a yearly processing fee billed by FACTS Management, which will be charged two weeks after the activation of the plan.

1. **One payment** through the FACTS payment plan made on July 5<sup>th</sup> or July 20<sup>th</sup>. A \$100 paid in full discount will be applied before your payment is processed if you select this option. (Processing fee of \$10 applies.)
2. **Ten monthly payments** through the FACTS payment plan paid on the 5<sup>th</sup> or the 20<sup>th</sup> of each month starting in July and ending in April. (Processing fee of \$44 applies.)
3. **Two equal payments** paid in July and December. (Processing fee of \$20 applies.)
4. **Weekly payments on Mondays** starting in July and ending in April. (Processing fee of \$44 applies.)

5. **Bi-weekly payments on Mondays**, starting in July and ending in April. (Processing fee of \$44 applies.)

**RETURNED PAYMENTS:**

1. If your payment is returned by your bank because of insufficient funds, FACTS Management will attempt to take your payment up to two more times on the next available payment dates. You will be charged a Not Sufficient Funds (NSF) fee of \$30 per returned payment. FACTS will notify you when the returned payment will reattempt. The fee will be added to your account. *(For example, a July 5<sup>th</sup> returned payment will reattempt on July 20<sup>th</sup> and will incur a \$30 returned payment fee, and if returned again will reattempt August 5<sup>th</sup> resulting in two returned payments fees of \$30 – July & August)*
2. For those on Weekly or Bi-weekly Payment Plans, if your payment through FACTS is returned, FACTS will not reattempt your payment. They will charge the \$30 fee, but your payment will be immediately due by paying online or by phone through FACTS.
3. There is a \$30 charge for returned checks made out to Saint Columbkille Partnership School. Families will be required to replace the check with a money order to be paid within three days of notice.

**CHANGES TO THE FACTS PAYMENT PLAN:**

1. If a family requires changes to the payment dates established in the FACTS Payment Plan, bank or credit card information, please contact the Business Office. Please allow at least 10 business days for the changes to be made before any due dates.
2. Changes to your FACTS Payment Plan cannot be made by phone. Families must fill out a **FACTS payment plan change form** available in the Business Office or email [businessmanager@stcps.org](mailto:businessmanager@stcps.org) with your request.

**TAX STATEMENTS AND FEDERAL TAX ID:**

The receipt for the payments can be accessed on your FACTS Payment plan by going to the “PAYMENTS” tab and clicking on “VIEW PRINTABLE PAYMENT SUMMARY”. All of the information needed will be on this statement. Should you require a letter to accompany the statement, please email [afterschool@stcps.org](mailto:afterschool@stcps.org) or [businessmanager@stcps.org](mailto:businessmanager@stcps.org).



Effective Date	Payer Name	Description	Amount
----------------	------------	-------------	--------

**ENROLLING AND WITHDRAWING AFTER THE START OF THE SCHOOL YEAR:**

The tuition for Saint Columbkille Partnership School is calculated based on 180 days of school. For enrollment after the start of school in September, the tuition will be pro-rated based on the number of days remaining in the school year. When withdrawing from the school, the tuition responsibility will be calculated based on the number of school days the student attended, including absences. The days of school by month will be available in July on the school calendar.

1. Families are responsible for contacting the Business Office to cancel the FACTS Payment Plan. If there is tuition due or any outstanding debt from the before or after-school programs, fundraising or other fees, the school will keep the agreement open to collect all debt for all accounts until the obligation is met.
2. Families who choose to withdraw their child should fill out an online withdrawal form available online at <http://stcps.org/tuition-fees/> or by using the direct link <http://goo.gl/forms/jgs2EtwNPh>.
3. All accounts must be current before student withdrawals will be processed, which means school records cannot be sent until all debts are paid.
4. Grants are not considered tuition payments and will not be refunded in event of withdrawal or transferred to another Catholic school in the event of a move.

### DELINQUENT PAYMENTS:

Our policies are not meant to be punitive; in fairness to all families and our mission to educate, we expect our families to maintain current tuition accounts. Saint Columbkille Partnership School has a history of working in good faith with families in need, but families must communicate with the Business Office, commit to a payment plan that is acceptable to all parties, and fulfill the terms of the approved payment plan.

The following consequences will be imposed should your financial account become one month or more in arrears:

#### Any payment 30 days or greater in arrears

- Student may be removed or restricted from all extracurricular activities, including, but not limited to: the before and after-school programs, class trips, sports and clubs until financial obligations are made current.

#### Any payment 60 days or greater in arrears

- Attendance may be interrupted and the parent will be required to keep the student at home until all financial obligations are made current.

#### Payment delinquencies as of May 20<sup>st</sup> and through June 30<sup>th</sup> (regardless of the number of days delinquent)

- Report cards will not be processed. Eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.
- Students may be removed from the registration list, if registered for the next year, and will be replaced by a student on the waiting list.

### TUTORING:

Individual tutoring is offered to students who are deemed to need one-on-one assistance. Tutoring fees will be processed through the FACTS Payment Plan on a weekly basis for the previous week. Please review the weekly invoice on the FACTS account and not just the email reminders FACTS sends out. The tutoring fee is \$35 per class and there is financial assistance available based on need.

### FIELD TRIPS AND LOYOLA ACADEMY TRIPS:

Saint Columbkille believes in the importance of exploratory learning. Students in pre-kindergarten through grade 5 will go on two field trips and students in grades 6 to 8 will go on three field trips each school year. The yearly fees for field trips will be \$40 for grades pre-kindergarten to 5, \$50 for grades 6 to 8.

The Loyola Academy students have an opportunity to go on overnight class trips near the end of each school year to reinforce what they have learned, and to build community and social competency. The cost of these trips will be \$500 and will be billed at the time of enrollment in the trip in January. There are grants available for students with demonstrated financial need. For an application for financial aid, please email the business office at [businessmanager@stcps.org](mailto:businessmanager@stcps.org). The fees will be posted on the FACTS Payment Plan account in January as an incidental expense and the fee can be paid in four monthly payments.

**5<sup>TH</sup> GRADE AFTER-SCHOOL PROGRAM**

(Monday – Friday, 3 – 5 p.m.)

For school year 2018-2019, we will offer an after-school program for grade 5 students. The price is \$10 per hour and requires enrollment from Monday to Thursday; there is no program on Fridays. The program will be offered only if there is enough interest.

The signup will be available on the website: <http://stcps.org/after-school-program/>

**BEFORE-SCHOOL PROGRAM:**

(Monday – Friday, 7 – 7:45 a.m.)

This is a drop-in program from Monday through Friday for students in pre-kindergarten to grade 4. No prior registration is needed. The price is \$5 per day per child and is due on the day of attendance. The payments made will be recorded on your FACTS account at the end of the month.

**AFTER-SCHOOL PROGRAM:**

(Monday – Friday, 3 – 5:30 p.m., Professional Development Fridays 1:15 - 5:30 p.m.)

Prior registration in the program for students in pre-kindergarten to grade 4 is required. Program policies are sent out at the time of enrollment and will be available on the website. Emergency drop-in rate is \$35 per day.

Payments must be made on a monthly basis through the FACTS Payment Plan. The invoice will post at the end of the month and will be due within 10 days. If you have any questions regarding the incidental expenses for the after-school program, email [afterschool@stcps.org](mailto:afterschool@stcps.org). Once the invoice is emailed, you will see all of the charges for the week posted on the student’s account. Credits due to snow days or unexpected school closings will be posted during the same month.

Here are the enrollment options and cost of the After School Program:

	Enrollment Options	Weekly Rate	
		1 child	Each Additional Child
2018-2019	2 Days	\$52	\$37
	3 Days	\$78	\$54
	4 Days	\$105	\$72
	5 Days	\$131	\$91

The signup will be available on the website: <http://stcps.org/after-school-program/>

**AFTER-SCHOOL LATE PICK-UP FEES**

If the child is not picked up by 5:30 p.m., there will be a late fee. The late fee charge is \$1 per minute per child. This fee will be added to the FACTS payment plan. Failure to pay this fee will be viewed in the same manner as failure to pay the monthly fee and may result in suspension or termination from the program.

**SUMMER PROGRAM FOR GRADES 5-7**

A STEM Academy (Science, Technology, Engineering and Math) is offered during the summer to students entering grades 5, 6, 7. Students will deepen their understanding of STEM concepts through a hands-on lab, fieldwork, and engagement in the engineering design process. This program is offered to students at Saint Columbkille Partnership School as well as other schools. More information is available on <http://stcps.org/summer-programming/>

<b>STEM Academy 2018-2019</b>	<b>Weekly Student Rate</b>
	<b>\$300</b>

**SUMMER PROGRAM PRE-KINDERGARTEN TO GRADE 4**

A program for students in pre-kindergarten to grade 4 is offered during the summer months. The cost for the program per student is below. There is limited financial aid available; email [summer@stcps.org](mailto:summer@stcps.org) for an application. There is a \$75 registration fee per student, which is due at the time of the enrollment in the program. It will be billed through the FACTS Payment Plan as an incidental expense. New families to Saint Columbkille Partnership School will have accounts created in RENWEB and FACTS to be able to submit the payments for the program. More information is available on <http://stcps.org/summer-programming/>

<b>Non-Saint Columbkille Weekly Rate per Student</b>	<b>Saint Columbkille Weekly Rate per Student</b>
Registration fee per student <b>\$75</b>	
<b>\$288</b>	<b>\$273</b>

**VACATION PROGRAMS 2019**

Programs for students in pre-kindergarten to grade 4 are offered during the vacation week in February 2019 and April 2019. The program will only run from Tuesday to Friday from 8 a.m. to 5:30 p.m. The cost for the program is per child and there is no financial aid for these programs. Same payment and attendance policies apply as for the after-school program. Families with childcare vouchers can use the program, but must submit the application.

<b>Enrollment options</b>	<b>Per-child rate</b>
2 Days	<b>\$140</b>
3 Days	<b>\$210</b>
4 Days	<b>\$280</b>



**SAINT COL'S CLUBS:**

At Saint Columbkille Partnership School, we understand that an education is not complete with just academia. We strive to form the whole child: spiritually, intellectually, socially, emotionally and physically. Col's Clubs are co-curricular activities that meet after the academic day ends. These clubs give students diverse avenues to express themselves and to develop their strengths, while at the same time giving them a chance to demonstrate the Christian values we instill and practice during the school day. Col's Clubs give students the opportunity to try new things, make friends and bond with teachers in a non-academic setting. They learn to express themselves in a healthy fashion.

The schedule for clubs is posted on the school website and changes periodically during the year. The participation fees for the program will be processed through the FACTS Payment Plan at the time of enrollment in the program and they are as follows:

<b>Saint Col's Clubs</b>	<b>Fees</b>
Grades 1 to 3	\$40 per individual club
Grades 4 to 8	\$210 per year, unlimited clubs

Please visit our website for more information: <http://stcps.org/cols-clubs/>

**MUSIC AND DANCE CLASSES:**

Saint Columbkille Partnership School offers group classes in Piano, Band, Suzuki Violin, Recorder and Dance. The schedule for these activities will be posted on the website. All of the fees will be billed through the FACTS Payment Plan either in one payment or eight monthly payments from October to May depending on the program and parent preference.

<b>Program</b>	<b>Fees</b>
Band Program (grades 4-8)	\$600 per year
Piano Program (grades 5-8)	\$600 per year
Suzuki Violin (grades K1-3)	\$600 per year
Recorder (grades K2, 1, 2)	\$200 per year
Dance Program (grades 1-3)	\$400 per year

Please visit our website to sign up and for additional program information: <http://stcps.org/music/>

**SPORTS PROGRAM**

Students can participate in sports that will be announced during the school year. In the past, we have had rock climbing, skiing and basketball, and we anticipate adding more to the list. If there is a cost associated with a sport, the fees will be announced at the time of signup and will be processed as incidental expenses through the FACTS Payment Plan account.

### HOT LUNCH PROGRAM:

Saint Columbkille Partnership School has contracted with Bon Appetit to provide hot lunch daily, as well as an alternative sandwich. Salad bar and fresh fruit are included with lunch. Bon Appetit has 30 years of food service and cafeteria experience. Our goal is to provide healthy and appetizing lunches for the children. Lunch is TBD per day. Lunch envelopes for the week are collected in the classroom on Monday morning; we recommend that you submit the payment on a weekly basis or monthly basis. **The checks for the lunch program should be made out to John Giragosian.** Saint Columbkille Partnership School does not participate in the Free and Reduced lunch program through the USDA. More information is available on our website at <http://stcps.org/parents/hot-lunch-program/>

### MILK PROGRAM:

Milk is provided for students on an annual basis at a significant discount. The \$50 per child Milk Program fee is due in September. The fee will be processed through the FACTS Payment Plan. To sign up for the program, please visit our website on <http://stcps.org/parents/hot-lunch-program/>

### FINANCIAL AID (NEED-BASED GRANT PROGRAM)

Saint Columbkille Partnership School is committed to providing grants to qualified families, particularly in grades K2-8 based on the income evaluation provided by the FACTS Grant & Aid application. Limited grants are available to families in PreK and K1. Our hope is that by providing these grants, our school can make Catholic education affordable for all families who desire it. The Saint Columbkille Partnership School's financial aid program is funded by private donors and by the Catholic Schools Foundation.

### Financial Aid Workshops

The Business Office will be hosting Financial Aid Workshops on a monthly basis in group sessions limited to three applicants per hour, as well as individual sessions by appointment. We encourage applicants to make appointments for the workshop to allow us to best serve and guide the family in completing the process. There will be an online sign up posted on the Financial Aid webpage at <http://stcps.org/financial-aid/> or families can email [businessmanager@stcps.org](mailto:businessmanager@stcps.org) to request an individual appointment.

### Who is Eligible?

All families are encouraged to apply. Families of students in K2 (age 5) through Grade 8 are eligible for financial aid. There is limited need-based funding available for PreK and K1 students. There is a \$30 processing fee for the financial aid application. The financial aid process is confidential and aid is allocated based on financial need determined by the calculations on the FACTS Grant & Aid application, an objective and independent third party.

We allocate aid based on calculated need: income minus expenses, as well as other information the family may provide in support of the aid application. We also take into consideration the school's policies and the resources available for both re-enrolling and new students. Financial aid will not be awarded to families unless all accounts are in good standing. In order to maintain need-based financial aid, families must make tuition payments on time and reapply for financial aid within the FACTS Grant & Aid system each year.

### When to Apply & Deadlines

New students enrolling at Saint Columbkille Partnership School must complete the admission process and submit all documents for the enrollment application prior to applying for financial aid. The recommended deadline to fill out the financial aid application through FACTS Grant & Aid is April 1. Please submit your 2017 federal tax return by April 15, 2018. FACTS Grant & Aid requires at least 2 weeks to verify the information provided in the tax return.

Need-based financial aid grants will be applied to the student's account in June, provided the application deadline of April 1 is met and the application is in a verified status. The applicant for financial assistance must claim the child on the federal tax return for the prior year in order for it to be allocated. Any remaining grant funds after the June allocation will be distributed on a rolling basis in July and August. More information is listed below.

### Updates to Financial Aid

Families who experience an unexpected financial crisis during the course of the school year must notify the Business Office to work out a temporary solution. If an application for financial aid has not already been submitted, families will need to complete one.

Financial aid will be lost if any of the following occur:

- Withdrawal from the school
- Not active in the FACTS Payment Plan
- Accounts are not current, including, but not limited to tuition, after-school and other fees

Further, the school reserves the right to audit applications for the need-based financial aid program by requesting a tax transcript for the prior year from the IRS. Information on the tax transcript can be found [here](#).

### Volunteer Commitment

It is expected that families that receive grants be involved in school as much as possible and support the fundraising opportunities available. Going forward as a condition of maintaining your grant award, there may be a requirement to participate in fundraising and volunteering activities.

### HOW TO APPLY FOR FINANCIAL AID:

*IMPORTANT NOTE: Children for whom a FACTS Grant and Aid application is submitted must be listed as dependents on the current year's federal tax return of the applicant.*

E.g. On Mr. Parent's FACTS Grant & Aid application, he listed that a grant is requested for Susan, grade 5, and Jonathan, grade 1. Both Susan and Jonathan must be listed as dependents on Mr. Parent's prior year's federal income tax return.

- Submit the FACTS Grant & Aid application online at <https://online.factsmgt.com/aid>. Worksheets to aid in gathering the necessary information can be requested from the Business Office. Please call 617-254-3110 ext. 104 or email [businessmanager@stcps.org](mailto:businessmanager@stcps.org).

- Submit only your prior calendar year Federal tax return (1040 tax form and all schedules used in tax preparation must be included) and prior calendar year W2s by fax (1-866-315-9264) to FACTS Grant & Aid if you are applying online. (e.g. 2018-2019 school year, tax return for 2017 calendar year). If you do not file taxes, a family must provide proof of income via Social Security, Dept. of Transitional Assistance, bank statements, etc. There is a processing fee of \$30 for the FACTS Grant & Aid application.
- If there are extenuating circumstances that prevent you from submitting the required forms on your Grant & Aid application, you are encouraged to write a letter of explanation to the Business Office and mail or bring it in.

### GRANT DEADLINES AND AWARD NOTIFICATIONS:

#### **May Allocation:**

- All current families and new families already accepted should apply and complete the FACTS Grant & Aid application before April 1
- Grant notifications will be posted on the FACTS Payment Plan and an email will be sent by FACTS informing the responsible party of the change to the payment plan during the first week of June
- The award will be applied to the FACTS payment plan in June. Payments in full on July 5<sup>th</sup> or July 20<sup>th</sup> will have the tuition adjusted to account for the aid allotted.
- Up to 80% of our grant funding will be allocated in May, so it is important for families to make sure their application is completed by April 1 (online FACTS Grant & Aid application, tax return and W2's and proof of non-taxable income are required)

#### **June through September Allocation:**

- Apply and complete your Grant & Aid application before the end of the month (online Grant & Aid application, tax return, W2's and proof of non-taxable income are required)
- Grants will be awarded in July, August, and September and all funds will be allocated before October 1<sup>st</sup>. Award notifications will be posted on the FACTS Payment Plan and an email will be sent by FACTS informing the responsible party of the change to the payment plan.

### FAMILY SERVICE PROGRAM

Saint Columbkille Partnership School believes that family involvement enhances the educational experience. Parents and guardians are urged to volunteer and participate in fundraising activities, which may also be required as part of maintaining financial aid. Opportunities to volunteer include: chaperoning field trips, monitoring lunch and recess, and helping out at special events. Families who complete 25 volunteer hours will be credited \$300 towards tuition for the following school year. In order to document the hours of service, volunteers must sign in and out at the school office. Please visit the website for additional information <http://stcps.org/parents/family-service-program/>.

### FUNDRAISING COMMITMENT (BC RACE TO EDUCATE):

The investment per student at Saint Columbkille Partnership School is more than what is charged for tuition. We rely on the generosity of others to help keep tuition affordable. As a community, we have the expectation that all families will participate in and support the fundraising opportunities sponsored by the school.

Our biggest annual fundraiser, the **BC Race to Educate** will be on April 27, 2019. Our hopes and expectations are that we have 100 percent of our families and staff members participate in fundraising. This year's goal is \$200,000. All proceeds directly benefit our school to help bridge our tuition gap. Follow this link to register: <http://bcracetoeducate.com/>.