



**St. Leo School**  
**120 Main Street**  
**Leominster, MA 01453**  
**Tel 978-537-1007 Fax 978-537-7420**

January 11, 2016

Dear Parents,

It is time to start the re-registration process for the 2016-2017 school year. Beginning this process in January helps us to plan for class sizes, room assignments, and staffing needs for the upcoming school year. In addition to this re-registration letter, your packet includes:

- Education Fee Schedule
- Re-registration Form
- Payment Plan Acknowledgement
- FACTS Grant & Aid Assessment Policies and Procedures
- Additional Information Regarding the Financial Aid Process
- Parish Assessment Form
- Massachusetts School Immunization Requirements

We have begun touring and registering new students for the upcoming school year. We ask that you send in the completed Re-Registration Form, Payment Plan Acknowledgement, and \$100 per child registration fee no later than Friday, February 12, to secure your slot for next year. I anticipate no necessary changes to the length of the school day, so our day will still run from 8:15-3:00. The Building Fee Assessment of \$300 per family, with students in Kindergarten through grade 8, will remain the same. However, we have had to add an increase to the tuition for next year. The main reasons for this increase are in response to the changes in the labor laws in Massachusetts. One change is the minimum wage increase. January 2016 marked the first increase in the state minimum wage with a second increase scheduled for January 2017. This impacts the hourly payroll both this year and next year. The second change comes with the Massachusetts Earned Sick Time Law. We are now required to provide paid sick time to hourly employees and substitutes, again impacting the payroll for this year and next year. The tuition for the 3-day Pre-Kindergarten programs will increase by \$100 (\$9.09 per payment July-May), and the 5-day tuitions, Pre-Kindergartens and K-8, will increase by \$150 (\$13.64 per payment July-May). The tuition includes lunch and PTO dues.

We encourage all families who may need tuition assistance to apply for the FACTS Grant & Aid Assessment. It is an online application process. Please contact us if you need assistance

with the application process or computer access. We are here to help. The diocese recommends that Grant & Aid applications be submitted by March 15. Applications submitted after March 15 may not be verified by April 4, in order to be considered for Grant & Aid.

Please refer to the Massachusetts School Immunization Requirements to be sure your child's/children's immunization records are up-to-date for attendance at school. Physical exams are required for all students entering our school for the first time, all students entering fourth grade, and all students entering seventh grade.

St. Leo School is blessed to have so many wonderful families as the foundation of its community. Thank you for your dedication to and support of Catholic education. It is my sincerest hope that our school community continues to grow, to flourish, and to share the light of Christ. As our Holy Father, Pope Francis, said, "Christ has confidence in young people and entrusts them with the very future of his mission, 'Go and make disciples'. Go beyond the confines of what is humanly possible and create a world of brothers and sisters!"

May the peace of Christ and His blessings be with you always,



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### *2016-2017 Education Fee Schedule*

**Pre-Kindergarten Tuition (3 year old & 4 year old):**

**Three full days**      \$4175 (includes lunch, PTO dues)

**Five Full Days**      \$5225 (includes lunch, PTO dues)

**Kindergarten through Grade 8 Tuition:**    \$4400 (includes lunch, PTO dues)

**Building Fee Assessment:**    \$300 (per family with students in grades K-8)

**Payment Options:**

- Automatic withdrawal through FACTS Tuition Management over 11 months (July-May)
- Payment of full tuition with 2 % discount if received on or before July 8 (no discount will be given after July 8)

***Payment Plan Acknowledgement – 2016-2017 School Year***

Family Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Person Responsible for payment \_\_\_\_\_

**Please check off your payment option below:**

\_\_\_\_\_ currently enrolled in FACTS Tuition Management\* and will remain in the program.

\_\_\_\_\_ would like to enroll in FACTS Tuition Management\*. Please send enrollment form.

\_\_\_\_\_ submit payment in full by July 8 for 2% discount

\_\_\_\_\_ submit payment in full after July 8 with no discount

\*FACTS Tuition Management will deduct an annual enrollment fee of \$45 from your chosen account, 14 days after the enrollment/re-enrollment is processed.

***In order to receive a parish affiliation credit on your education fee bill, we must receive the Parish Affiliation Credit Form, signed by your pastor, no later than May 13, 2016. If approved by your pastor, your account will be credited once the funds have been received.***

***In accordance with handbook policies, any registered families who withdraw before the start of the school year will be charged one month's tuition and a \$200 administration fee per student. Families, who withdraw after the first day of school but before December 15, will be charged one quarter of the year's tuition and the \$200 administration fee per student.***

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### *Additional Information Regarding the Financial Aid Process*

We encourage all families who may be in need of financial assistance for tuition to apply to the FACTS Grant & Aid Program. Your application must be received and all supporting information, including tax returns, verified by April 4, 2016, in order to be considered for financial aid. The diocese recommends that you submit your application by March 15, 2016, to allow ample time for the verification process. No application will be processed after April 4, 2016.

Please follow these directions to apply for financial aid for students who will be in Kindergarten through grade eight for the 2016-2017 school year.

1. Families applying for financial aid must be enrolled at St. Leo School for the 2016-2017 school year, and have paid the re-registration fee of \$100 per student.
2. Go to <https://online.factsmgmt.com/aid> to begin applying for financial aid through the FACTS Grant & Aid Program. FACTS charges a \$30 application fee per family.  
\*Please note: If you also have a student in a Central Catholic school (ex. St. Benrard's H.S.) follow the specific direction on the policies and procedures form (6<sup>th</sup> bulleted item).
3. Select St. Leo School and continue the application. All applications must be completed and the requested supporting documentation mailed to :

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

Or fax to: 1-866-315-9264. Once this information is received and verified, the FACTS Assessment Team will determine if you qualify for financial aid.

FACTS Grant & Aid Customer Service is available to help you Monday through Thursday from 10:00 a.m. to 7:00 p.m. CST and Friday from 10:00 a.m. to 5:00 p.m. CST. You can reach them at 1-866-315-9262. You may also call them to check on the status of your application, once it has been submitted.

Financial Aid award or denial notification letters will be emailed during the week of May 2, 2016. Additional funds may be available through endowment and scholarship funds; however, you have to have been assessed through FACTS Grant & Aid in order to be considered for those funds. Please contact Mrs. Pierce at [nancy.pierce@st-leoschool.org](mailto:nancy.pierce@st-leoschool.org) for more information.