**St. Leo School**

**120 Main Street**

**Leominster, MA 01453**

**Tel 978-537-1007 Fax 978-537-7420**

 February 10, 2017

Dear Parents,

 It is time to start the re-registration process for the 2017-2018 school year. Beginning this process now helps us to plan for class sizes, room assignments, and the staffing needs for the upcoming school year. I want to thank those of you who have recommended St. Leo School to friends and family. Your positive recommendations help our family to grow. You are one of the greatest marketing tools we possess, so keep spreading the word! In addition to this 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

 In order to register your child/children for the 2017-2018 school year, you need to send in the completed Re-Registration Form, the Payment Plan Acknowledgement, and the non-refundable registration fee of $100 per child, no later than Wednesday, March 8. This will secure your slot for next year, as well as your eligibility to apply for financial aid. The diocese validates which applicants have students registered in Kindergarten through grade 8 for the upcoming school year. Financial aid is not available for students in Pre-K. The due date for submitting verified financial aid applications is earlier this year. **All online Grant in Aid applications must be verified by March 10**. It takes time for the diocese to verify applicants, so the earlier you apply the better. After March 10, the application process is locked. Please understand we do not process your financial aid application. You must have your financial/tax information completed by this time. We have begun touring potential students for next year and will be accepting new enrollments during this time, as well.

 We have added an increase to the tuitions for next year. The new tuitions are: Pre-Kindergarten 3-day - $ 4325, Pre-Kindergarten 5-day - $5425, and K-8 - $4550. The necessity for the increase is primarily due to our decision to support our own student health services instead of aligning ourselves with the Leominster Department of Public Health. With that decision we have taken on the costs of staffing, training, and supplies which we have never incurred. We also want to provide our teachers with a small cost of living increase. Many people do not realize that Catholic school teachers, in this area, make 58% of what public school teachers make.

 We encourage all families, with students in Kindergarten-grade 8, 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 you with the application process. If you do not receive financial aid and worry about the affordability of a Catholic education, please come and see me, so we can find alternatives to make it work for your family.

 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,

, Principal

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***2017-2018 Education Fee Schedule***

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

 **Three full days $4325**

 **Five Full Days $5425**

**Kindergarten through Grade 8 Tuition: $4550**

**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 7 (no discount will be given after July 7)

***Payment Plan Acknowledgement – 2017-2018 School Year***

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

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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 7 for 2% discount

\_\_\_\_\_\_ submit payment in full after July 7 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 12, 2017. 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 for financial aid from the diocese through the FACTS Grant & Aid Program. Your application must be received and all supporting information, including tax returns, verified by March 10, 2017, in order to be considered for financial aid. The earlier you submit your application the better, in order to insure enough time for verification. No applications will be processed after March 10, 2017.

 Please follow these directions to apply for financial aid for students who will be in Kindergarten through grade eight for the 2017-2018 school year.

1. Families applying for financial aid must be registered/re-registered at St. Leo School for the 2017-2018 school year, and have paid the re-registration fee of $100 per student.
2. Go to https://online.factsmgt.com/aid to begin applying for financial aid through the FACTS Grant & Aid Program. There is a $30 application fee per family. \*Please note: If you also have a student in a Central Catholic school (ex. St. Bernard’s H.S.) follow the specific direction on the policies and procedures form (item #4).
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 1, 2017. 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 for more information.