

ST. PIUS REGISTRATION/TUITION ASSISTANCE TIMELINE FOR 2019-2020 SCHOOL YEAR

March 1, 2019

Registration and Tuition Assistance Application Deadline for Returning 10-12 Grade Students

\$150 registration fee. After this date, the fee increases to \$300 and to \$500 after June 1, 2019.

Apply early - tuition assistance funds are limited and late filing after March 1, 2019 will jeopardize your award

Students must be registered for the 2019-2020 school year in order for a tuition assistance award notification to be issued. Registration is not complete until the registration fee is paid and a FACTS tuition payment plan has been established.

Your tuition assistance application must include all required supporting documentation requested by FACTS after submitting your application. Applications submitted without required supporting documents are not considered to be submitted. Examples of required documents can be but are not limited to: 1040 Federal taxes and W-2

March 23, 2019

On-Site 9th Grade Registration held at St. Pius X High

\$150 registration fee. Registration links are emailed once the student has been accepted to St. Pius X.

Your FACTS online tuition payment plan account must be set up by the signer(s) of the tuition contract before arriving for registration on March 23.

Set up your FACTS account by clicking on the FACTS link on the home page of the St. Pius X High School website <https://saintpiusx.com> or at Facts website <https://online.factsmgt.com/signin/3GLXL>. If you have questions, you may contact a FACTS Customer Representative at 866-441-4637 or Melissa Ramirez at 505-831-8408.

Students must be registered for the 2019-2020 school year in order for a tuition assistance award notification to be issued. Registration is not complete until the registration fee is paid and a FACTS tuition payment plan has been established.

Apply early - there is no deadline for incoming freshman to apply for tuition assistance but funds are limited and late filing may jeopardize your award.

Your tuition assistance application must include all required supporting documentation requested by FACTS after submitting your application. Applications submitted without required supporting documents are not considered to be submitted. Examples of required documents can be but are not limited to: 1040 Federal taxes and W-2

May 1, 2019

Tuition Assistance Notification Awards will be issued

Award letters will be emailed to applicants by this date or sooner if your tuition assistance application was verified in FACTS by March 1, 2019.

May, 2019

Monthly FACTS Automatic Tuition Payments Begin

Bi-monthly and monthly payment plans begin in May, 2019 and end in April, 2020 for the 2019-2020 school year. FACTS charges a yearly enrollment fee for payment plans other than "pay in full". Prices given at time of setup.

June 2, 2019

Registration Fee Increases for Returning 10-12 Grade Students

Registration fee increases from \$ 300 to \$500 for returning 10-12 grade students. To avoid any increases in registration fee, pay the \$150 registration fee by March 1, 2019 for the fee increase on March 2nd and again June 2nd.

July, 2019

Non-Monthly FACTS Automatic Tuition Payments Begin

Quarterly, Semi-Annual, and Annual payment plans begin. FACTS charges a yearly enrollment fee for payment plans other than "pay in full". Prices given at time of setup. Every student is required to have a FACTS account, even if paying in full.

July 31, 2019

Deadline to Withdraw for the 2019-2020 School Year

Tuition contract obligations will be honored unless notification in writing that the student is withdrawing for the 2019-2020 school year is received/confirmed by the business manager, Carmen Canvar, by this date.

Registration fees are non-refundable. If withdrawal requirement is met, any tuition paid thus far for the 2019 - 2020 school year will be refunded.

Tuition Assistance Requirements

(Additional Tuition Information is posted on the Saintpiusx.com website under Admissions)

- All students must be registered for the 2019-2020 school year before a tuition assistance award notification can be issued. Registration is not complete until the registration fee is paid and a FACTS tuition payment plan is established.
- You will not be considered for tuition assistance if your student is not registered and/or you have a past due balance owed to the school. However, you must still apply for tuition assistance by the deadline to be considered once the student is registered and/or the past due balance is paid in full.
- The responsible person(s) on the tuition contract may apply for assistance at the FACTS link on the home page at Saintpiusx.com or by directly accessing the FACTS website at <https://online.factsmgt.com/signin/3GLXL>.
- If a student will have additional financial support from a family member/relative/non-resident parent/employer etc., you must complete the additional support question on the application with the amount of this additional financial contribution.
- If a student resides in a two parent household, either biological or stepparent, financial information on both parents must be included on the tuition assistance application.
- A full time employee of a Catholic School must apply in FACTS Grant & Aid to report your place of employment at an Archdiocese of Santa Fe school and have completed one year of employment to be eligible for the \$1000 Catholic award.
- Tuition assistance is conditional on the student's compliance with school handbook policies and may be reduced or rescinded for non-compliance, such as multiple detentions or Saturday School.
- The following information must be submitted to and verified by FACTS to complete the application process:
 - Copies of your signed 2018 Federal tax forms including all supporting tax schedules.
 - Copies of your 2018 W-2 forms
 - Note - For business tax filers, 2017 or 2018 tax returns and W-2s will be accepted
 - Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF
- Documents (pdf format) should be uploaded online in FACTS Grant & Aid.

Registration and Tuition Payment

FAQs 2019-2020

- ❖ **What if I can't make it to the incoming freshman registration day on March 23, 2019?**
 - You will need to make an appointment to meet with the St. Pius administrative staff to complete class scheduling and payment arrangements. Call 831-8400 for an appointment.

- ❖ **How can I pay registration fees?**
 - Credit/Debit card only at time of online registration. Registration is not complete until all registration fees are paid and a FACTS tuition payment plan is established.

- ❖ **What happens to my paid registration fee if my student cannot attend?**
 - The registration fee will be refunded to you provided a written notice of withdrawal is received/confirmed by the school by July 31, 2019. Financial obligations for the 2019 - 2020 school year apply for withdrawal after July 31, 2019.

- ❖ **What do I need to do for tuition payments?**
 - FOR 9th GRADERS AND TRANSFER STUDENTS- a FACTS online tuition payment plan account must be set up by March 23, 2019 by the signer(s) of the tuition contract in order for your registration process to be complete.
 - Forms can be completed by clicking on the FACTS link on the home page at saintpiusx.com or by directly accessing the FACTS website at <https://online.factsmgt.com/signin/3GLXL>.
 - The FACTS agreement requires: Student's name/grade, parent's name, address, phone number(s), email address, banking information such as routing and account number or credit card information, selection of a payment date and plan option (pay in full, semi-annual, quarterly, monthly, bi-monthly)
 - FOR RETURNING STUDENTS - your prior year FACTS agreement will roll over to the next year until the student graduates. No need to create another agreement. The FACTS program will use the same payment plan as the previous year unless you specify otherwise on your online registration under payment options.
 - IF YOU HAVE BOTH A RETURNING STUDENT AND A NEW STUDENT - your new student can be added to your existing FACTS account. Please email this request to Melissa Ramirez, Tuition Assistance Coordinator, at mramirez@spxabq.org. Please state the student name/grade on email request.
 - A one time yearly enrollment fee will be charged by FACTS based on the payment plan option that you choose; except for 'pay in full". You will be notified of this fee at setup. FACTS will also charge a service fee for payments made by debit/credit card.
 - If there is a difference between the payment plan option you select in FACTS and the payment plan option you select on your online registration form, the option on the registration form will be applied.

- ❖ **What if I am responsible for paying only half of the tuition and another person is responsible for the other half?**
 - The person(s) signing the tuition contract is responsible for payment. If another person is sharing the cost with the responsible party, he/she must confirm in writing to the business office the amount of financial obligation they are assuming.
 - Both parties must complete an online FACTS agreement for their portion of the financial obligation.
 - Both responsible parties may apply for FACTS Grant & Aid separately for their portion of the financial obligation and only enter the portion of tuition they are responsible for on their application.

- ❖ **Where do I apply for tuition assistance?**
 - The responsible person(s) on the tuition contract can apply online by clicking the FACTS link on the home page at SaintpiusX.com or by directly accessing the FACTS website at <https://online.factsmgmt.com/signin/3glxl>.

- ❖ **Can I still apply for tuition assistance if my student is not yet registered?**
 - Yes. The responsible party on the tuition contract must still apply by the deadline; however, your student must be registered to receive a tuition assistance award notification.

- ❖ **What information is needed when applying for tuition assistance?**
 - Copies of your 2018 tax return
 - Copies of your 2018 W-2 forms
 - Note: For business tax filers, 2017 or 2018 tax returns and W-2s will be accepted
 - Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Worker's Compensation and TANF
 - A \$35 nonrefundable FACTS application fee paid online after completing application

- ❖ **When will I be notified if I receive tuition assistance?**
 - Award notifications will be emailed by May 1, 2019 if you apply by March 1, 2019.

- ❖ **Are loans available to pay for tuition?**
 - Loans may be available through Tuition Solution. This partner company is independent of St. Pius X High School. Loan decisions are not made by St. Pius but by the Tuition Solution company; however, funds are wired from Tuition Solutions to St. Pius X. For more information, visit <https://www1.yourtutionsolution.com/family> or call the company at 800-920-9777 or Melissa Ramirez at SPX Business office at 831-8408.

- ❖ **Who do I call with questions about registration and tuition assistance?**
 - Please contact Annin Keiser, Registrar, at 831-8409.
 - Please contact Melissa Ramirez, Tuition Assistance Coordinator, at 831-8408.



Grant & Aid Assessment

FACTS makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

After completing the online application, you will need to upload all required supporting documentation. If you are unable to upload, fax the required documents to 866.315.9264.

The following supporting documents are required to complete the application process:

- **IRS Federal Income Tax Return**, including all supporting schedules (the year of the tax return depends on the tax requirements of your school). If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of **all the current year W-2 Wage and Tax Statements** for both the applicant and co-applicant.
NOTE: If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
 - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
 - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
 - Rental Property** - send Schedule E (page 1)
 - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
 - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
 - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

IMPORTANT: If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

All documentation received is imaged upon receipt and then destroyed.

You may log in to your FACTS user account to review the status of your application. Please allow 2 weeks processing time before inquiring further about receipt and/or status of the uploaded or faxed documents. Application deadlines are set by the institution awarding the aid. If you are applying after the deadline, contact your school to ensure that your application will be accepted.

A non-refundable application fee may be required before your application will be submitted.

NOTE: Award decisions are made by the institution providing the financial aid, not FACTS.