



St. Francis Xavier School Continuous Enrollment Agreement

Frequently Asked Questions

Why Continuous Enrollment?

St. Francis Xavier has adopted Continuous Enrollment as a new way to re-enroll our current students, starting with the 2020-21 school year. We feel that this will help make things easier for our families by reducing the amount of paperwork, and providing our school with timely enrollment figures so that we can plan for the next school year. Since this is a change to our enrollment process, having families sign the contract confirms that everyone fully understands our new policy and requirements.

How is the Continuous Enrollment Fee collected?

The Continuous Enrollment Fee is collected through our FACTS Payment Program. There are options to pay monthly, quarterly, semi-annual or in full. FACTS is the only payment plan available. Each family is responsible for making sure that payment information is accurate in their FACTS account. To enroll in the FACTS Payment Program, please visit <https://online.factsmgt.com/signin/3GBMF>. More information about the FACTS Program can be found on our website.

Do we have to sign up?

Yes. SFX makes decisions related to hiring staff, classes, and purchasing materials based on anticipated enrollment. Switching to Continuous Enrollment will help us with planning for the following school year.

When can I apply for financial aid?

You can apply for financial aid through the online tuition payment program called FACTS at <https://online.factsmgt.com/signin/3GBMF> in the Grand & Aid section. The deadline to apply for financial aid is **May 15th**. If you were registered with FACTS the previous school year select: **sign in to manage your FACTS account**. If you are a new member to the FACTS system, select: **create a FACTS account** and the system will walk you through the registration process.

What is the process for updating my information after I am Continuously Enrolled?

Parents may log into and update their information in FACTS/ParentWeb at any time during the year. We will also send you an email in June reminding you to review and update your information online.

I have a child in preschool/DK. Will I have a Continuous Enrollment Fee for that child?

The Continuous Enrollment Fee does not apply to preschool or developmental Kindergarten students, only if your child is entering Kindergarten at SFX for the upcoming school year.

What if my student(s) is/are not returning next year?

You will need to notify the school by the end of April. Please stop into the office, or you can email Kathy Godfrey at kgodfrey@petoskeysfx.org

What happens when my child graduates?

After your child is graduated from SFX, and as long as your child's tuition is paid in full, the FACTS Payment Program will end on that child and no further payments will be pulled for your child that graduated.

I'm enrolling a new sibling. What do I need to do?

When enrolling another child, please complete the registration form, financial support agreement, enrollment fee, birth certificate, immunization record, proof of residency, health appraisal, request for records release (students entering grade 1-8 only), computer use policy, and emergency contact form in your enrollment packet and return to our school office. You will also fill out an online Continuous Enrollment Form for your child.