

Directions to Complete Online Registration using Teacherease Student Management System

- **Returning users:** Login to your TeacherEase account using the email address the school has on file. If you need a welcome email sent from Teacherease to reset your password and gain access, please contact the school office.
 - If you are a **returning family and not registering a new student**, login to your TeacherEase account and select *Continue Registering Existing Students*.
 - If you are a **returning family and registering a new student**, login to your TeacherEase account and select *Continue Registering Existing Students*, and register each of your returning child(ren). You will then need to select *Register a New Student to the District* to request registration access.
- **New families** go to the school website at <http://www.saintmalachy.org/school/home.aspx> home page and click on the link to *New Family Registration* to begin the process to request registration access.
 - You will be sent an email confirming that you have been approved to register.
 - You will create a username and password.
- Online registration can be found under the Miscellaneous tab.
- You will need to have your health insurance information on hand.
- Read & follow each step including:
 - Download and return the 1) **Request for Administration of Medication Form(s)** for each child, and the **applicable Tuition Form** to the school office. This can be done through bookbag mail, regular mail, email to tmoser@stmalgeneseo.org or you may personally return them to the school office.
 - FACTS enrollment, and then return to TeacherEase online registration
 - *Complete Form* in the bottom right hand corner of the screen.
 - Complete all steps and click **SAVE**.
- Once you have completed the online registration process, there should be a notification at the top of the screen that states, "Congratulations, all required steps have been completed."
- If you would like to register online at the school, please contact the school office and we would be happy to assist you. Please contact us with any questions 309-944-3230 or email us tmoser@stmalgeneseo.org, hfrancque@stmalgeneseo.org
- Registration is due by June 1.

FACTS Tuition Management

- A link to to FACTS online tuition management will be provided during the registration process. This link is also posted on our website.
- The Diocese requires that all school families enroll into the FACTS system.
- No payments will be accepted at the time of registration and FACTS enrollment.
- You will be asked to provide general information and to *Set Up a Payment Plan*.
- You may pay the tuition and registration fees through FACTS beginning July 1, or you may send a check into the school for registration fees at any time.
- The registration fee is \$100 per child.
- Returning families will not need to re-enroll into FACTS, but if you wish to change your payment method, please contact Deb Hancock, the account manager, hancockdeb@saintmalachy.org
- The FACTS tuition agreement will reflect the full tuition amount per Diocesan request. However, we honor the (paper) tuition agreement form you complete and turn in to the school office as the primary agreement.
- Families will be able to pay their tuition in 1 of 6 ways:
 - Payment in full due in September
 - 2 payments being in September/January
 - 10 monthly payments beginning in August
 - 12 monthly payments beginning in July
 - Weekly payments-August to May
 - Weekly payments-July to June
- Full payments will have the option to pay FACTS by Automatic Withdrawal, credit card (Mastercard, Discover, Visa, or American Express) with a 2.85% service fee, or via check.
- The budgeted payments will be processed by FACTS in one of three methods. The first is having your payments transferred by your bank on the 1st or 15th of the month. The family can select the date.
- Parents can also use a credit card. Payments are also made on the 1st, 15th, and can be made using a credit card. These credit card payments will have a service fee of 2.85%.
- Parents may also select an invoice agreement. Payments are also due on the 1st or 15th. This will allow families to pay FACTS via a check, over the phone, or at the school. Parents may also log into their account and select pay now.
- Parents can view all of their payment activity online, change payment method from month to month, make additional payment, and view previous/upcoming payments. Parents will also be able to view and print tax credit statements from FACTS.

Thank you,

Heather Francque