

St. Malachy School 2025-2026 Tuition Agreement Form

for PARISH FAMILIES

Instructions: All parish families registering at St. Malachy School need to complete this form. Tuition forms must be returned to the school office no later than **May 30, 2025**. Any registration received after this date will receive a \$50 late fee.

No enrollment is complete until this form is signed, returned, and acknowledged by our pastor or his delegate and Registration Fee(s) is(are) paid. (Registration Fee is \$100 per child; it is \$150 per child if received after May 30th..)

Because St. Malachy School is a ministry of our parish, a large portion of its operating funds comes from general parish revenue. School families are asked to pay tuition and to contribute to the support of the parish through the Sunday collections. Families who are able to do so are invited to make a tax deductible contribution to our tuition-assistance Paraclete Fund, School Endowment Fund and/or School Donation Fund.

Families experiencing serious financial stress may apply to pay less than the full tuition.

PLEASE NOTE: The tuition revenue we are able to generate is very important for the financial well-being of our school. HOWEVER, LACK OF FINANCIAL MEANS WILL NOT PREVENT ANY PARISH CHILD FROM ATTENDING OUR SCHOOL.

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Family Last Name _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Tuition Agreement	_____ One child/Kindergarten	\$3,900 per family
	_____ One child/Grades 1-6	\$4,550 per family
	_____ Two children/Grades K-6	\$5,520 per family
	_____ Three or more children/Grades K-6	\$6,500 per family

We would like to make our tuition payments in the following manner:

_____ Up-front (by Sept. 30)

_____ By semester (due Sept. 30 and Jan. 31)

_____ Monthly (\$390/mo. or \$455/mo. or \$552/mo. or \$650/mo. from Aug. - May) (10 months)

_____ Payment of the full tuition amount would be difficult or impossible for my family. Please see the instructions on the Tuition Assistance document to apply. **Applications, including the application for the Spalding Scholarship and FACTS, must be submitted by April 25, 2025.**

We will pay our registration fee in the following manner:

_____ Check made payable to St. Malachy School _____ Cash _____ FACTS

We realize that we as school parents are automatically members of our Parents Club and asked to support its activities. Parents Club fundraising efforts generate about \$100,000 per year to support our school and enhance its effectiveness. We will attend at least some Parents Club meetings and, unless impossible, we will work on at least some of its activities.

_____ Parent Initials

We agree to paying the yearly \$50 Parents Club dues.

_____ Parent Initials

We agree to purchasing or selling one (1) Car Party ticket for \$150.

_____ Parent Initials

Print Name _____

Signed _____

Date _____

Acknowledged _____

Date _____

*****FOR OFFICE USE ONLY*****

Transactions Entered in FACTS:

Registration Fee(s): \$ _____

Tuition: \$ _____

Credit (if applicable): \$ _____

Payment: \$ _____

CASH CHECK # _____ DATE: _____

Agreement Finalized on _____ by _____

FACTS Tuition Management

- A link 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.
- **If your family is seeking tuition assistance, you are required to apply for Grants and Aid within FACTS and complete the application process.**
- No tuition 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 registration fee(s) through FACTS beginning May 1st, or you may send a check to the school for registration fee(s) at any time. You may also make tuition payments through FACTS beginning May 1st.
- The registration fee is \$100 per child. Enrollment is not complete until the registration fee(s) is paid, the completed Tuition Agreement Form is processed, and a payment plan is set up in FACTS.
- Returning families will not need to re-enroll into FACTS. However, if any of your information has changed and/or you wish to change your payment method, you may log into FACTS to make those changes. Or you may contact the Business Manager, Jennifer Higgins at (309) 944-5393 ext. 115 or jhiggins@stmalgeneseo.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. If your family is seeking tuition assistance, you are required to apply for Grants and Aid within FACTS.** (See attached for more information.)
- Families will be able to pay their tuition in one of three ways:
 - Payment in full - due in September
 - Two payments - due in September and January
 - Ten monthly payments - due each month August through May

- Tuition payments can be made by check payable to St. Malachy School. Please select an invoice agreement as the payment method in FACTS in order to pay by check. Checks may be mailed or brought to the School Office or Parish Office and must be clearly marked as a tuition payment.
- Tuition payments can also be made online through FACTS by Automatic Withdrawal, debit card, or credit card (Mastercard, Visa, Discover, or American Express). Please note that there is a 2.95% processing fee for debit and credit card payments. Families can select the date for the online payments to be processed.
- Families can view all of their payment activity online, change payment methods, make additional payments, and view previous/upcoming payments. Families will also be able to view and print tax credit statements from FACTS.

Did you Know?

Your child can attend a Catholic School
Financial Assistance Available



Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for the 2025-2026 school year for students enrolled in or intending to enroll in grades Kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are active members of a Catholic parish in the diocese. All grants will be based on financial need objectively assessed.

Information about the grants and application materials may be obtained from any Catholic elementary or secondary school in the Diocese of Peoria or on the Diocesan website www.cdop.org under **Catholic Schools** and then under **John Lancaster Spalding Scholarship**. Consult the detailed protocols and procedures and checklist at the bottom of the webpage for all requirements necessary to be eligible for an award.

Parents must apply online at: online.factsmgt.com/aid. Families of students currently receiving grants are reminded that all grants are for one year only, and anyone seeking to renew a grant for the 2025-2026 school year must reapply.

Deadline date for the completed application is **April 25, 2025**. Notification of grant awards will be made in June of 2025.

Tuition Assistance

Families experiencing serious financial stress may apply to pay less than the full tuition.

Applications, including the application for the Spalding Scholarship and FACTS Grant & Aid Tuition Assistance, must be submitted by April 25, 2025.

Note: There is a \$45.00 application fee that is paid in FACTS.

To complete the application, you will need the following documents:

- Social Security number of both parents.
- 2024 W2 Forms
- 2024 Federal income tax returns
- Non-taxable income
- Monthly expenses
- Annual expenses
- Assets and liabilities

Instructions for completing the application:

1. Visit the FACTS website. You can find the link on the St. Malachy School website -> Family Resources -> Tuition -> FACTS Online Tuition Management
2. Log in or create an account.
3. Click on FACTS Grant & Aid.
4. Start Application.
5. Pay the application fee.
6. Submit.

For help with the online system, please call (866) 315-9262.

Once your application has been reviewed, you will be contacted by the St. Malachy School principal or business manager.