

Saint Joseph School *FACTS Application and Enrollment* Re-enrollment Overview

This is an overview of the steps in the re-enrollment process.

1. Look for the email sent to you on January 6th that has “**Sr. Carol Sansone**” as the sender, and “**Re-enrollment for 2022-2023**” as the subject line. That email contains the link to launch the online enrollment process. Save the email or the link as it will facilitate your return to the *FACTS Application & Enrollment* program.

2. When you click on the link, it will take you to this login screen. If it is your first visit to the re-enrollment app, click “submit” so that a temporary password may be emailed to you.
(On subsequent visits, you may choose “log in.”)

Enrollment - Create a Password

Enter your email address to have a temporary password emailed to you.

Email Address *

Mary.smith@test.com

Submit

Already have an account? [Log In](#)

3. Check your email for the temporary password.

Mary,

Username: Mary.smith@test.com

Your temporary password is: FC816098-B58

<https://demo-fae.client.renweb.com/oa/enrollment/login.cfm?memberid=14939>

4. Please use the temporary password you received to log in.

Log In

Password Sent

Please enter your username and password.

Username *

Mary.smith@test.com

Password *

••••••••••

Log In

[Forget your password?](#)

5. The system will require you to change your password.

Enrollment - Change Password

* Please be sure to change your password below!

First Name *

Mary

Last Name *

Smith

Email Address *

Mary.smith@test.com

Username *

Mary.smith@test.com

Change Password *

••••••••

must be at least 8 characters long and contain at least 1 lowercase letter, 1 uppercase letter, and 1 number

Confirm Change *

••••••••

Update Account

6. Once you have changed your password, you may begin the re-enrollment process by clicking on “Enrollment Packet.” If you have more than one child, each child should be listed with their own packet.

Enrollment

Welcome Mary. You are currently logged in.

School Year: 2020-2021

Student

For Grade

Packet Status

Smith, Sarah

09

Start Enrollment Packet:
[Enrollment Packet](#)

7. Upon logging in, you will be in the re-enrollment module as shown in the screenshot below. Please take note of the items in the left-hand navigation; those are the pages you must complete before submitting the completed packet. Although you do not need to complete each section in one seating, having the information ready may facilitate the process. Please see the video posted on the [Application & Enrollment](#) page of the school website which presents an overview of this entire process, including each screen within the re-enrollment module.

Test (New) St Joseph School
Year: 2022-2023
Grade: 8th

[Instructions & Resources](#)

! Enrollee Information

! Religious Affiliation

! Household

✓ Emergency Contacts and Authorized Pickup

! Medical Information

! Emergency Medication Consent

! Christian Witness Statement

! Technology Acceptable Use Policy

! Media Authorization

✓ Enrollment Contract

Tuition Plan Schedule Selection Form

Document Upload

! Electronic Signature Page

Enrollment Packet Review

Instructions & Resources

Welcome to the Saint Joseph School online enrollment packet.

If you have not already referred to the documentation we have created to assist you, you may wish to refer to that before beginning; it is [available in the Application & Enrollment section](#) of the school website.

Instructions

In order to complete the enrollment process, you will be required to complete each section you see at the left, beginning with the **Enrollee Information** form. However, you do NOT need to complete them all in one seating. Your progress will be tracked as follows:

- A yellow caution sign will appear in the menu next to forms that are missing required information.
- A green check mark will appear in the menu next to forms that are completed.

At any time you may go to the last item in the list, "Enrollment Packet Review," for a detailed list of the missing items on each form. Anything you enter will be automatically saved and you may return at any time to resume.

After you have completed the enrollment packet, a **Submit Enrollment Packet and Make Payment** form will appear. Please follow the instructions that will be provided to submit the enrollment packet along with the enrollment fee payment of **\$300 per child**. EACH CHILD will be entered separately and the enrollment fee will be collected for each, but you will *not* be required to enter the payment information from scratch each time.

Please note:

The following forms (as applicable) may be uploaded within this enrollment module, or may be printed/submitted to the office. Submission of these forms is NOT required to complete the online portion of the enrollment process.

- Updated Immunization Records based upon these Missouri [Immunization Requirements](#)
- [Physical Examination Form](#), required upon entrance to Kindergarten, 3rd grade, 6th grade, and for all new students
- [Authorization for Medication Form](#), if applicable
- [Authorization for Over-the-Counter Medications](#), if applicable

Next Steps

After your enrollment packet is submitted, you will receive a confirmation email. At any time, you can re-access enrollment to print the supplemental enrollment forms or a PDF copy of the completed enrollment packet.

If you have any financial questions, please contact Karla Owensby, Business Manager at 636-451-1912 or kowensby@stjoseph.org

Next >

8. Once you get to “Tuition Plan Selection Form,” if you had a FACTS tuition plan this year, you will receive this message since the plan was rolled over to next year; then, jump to #17.

Tuition Plan Schedule Selection Form

FACTS Agreement is already Pending

Please contact the school to make any changes to your FACTS payment plan.

9. If you do NOT have an agreement already, choose “Go to Payment Plans.”

Tuition Plan Schedule Selection Form

Kindergarten—Grade 8		
\$5,125/one child	\$7,875/two children	\$9,075/three or more children
Pre-K3 and Jr. K		
	5 Full Day	3 Full Day
One child	\$5,500	\$3,450
Second child	\$4,950	\$3,100
<small>(A Pre-K3/Jr. K 10% discount applies if the family has a student enrolled in grades K-8)</small>		

If you have a FACTS Tuition agreement for the current school year, you will automatically be re-enrolled in the same plan. You can change the selected plan or payment date(s) by contacting Karla Owensby at kowensby@sjiparish.org.

If you do not currently have a FACTS Tuition agreement, please proceed to the FACTS Tuition module by clicking the “Go to Payment Plans” button. The available payment plan options are described there.

You must now complete the Payment Plan setup in the Tuition Management system.

[Go to Payment Plans](#)
[No, Skip a Payment Plan Selection](#)

10. In this step you will create a FACTS tuition account login, which is separate from the enrollment login.

Welcome!

If you have used FACTS before, simply Sign In to manage your account.

If you are new to FACTS, click on the “Create a username & password” button to create an online account.

Have an account?
[Sign in now.](#)

New Account
[New user? Create an online account.](#)

Having difficulties? Check our FAQs.

11. Choose “Begin.”

Welcome

Thank you for choosing to set up a payment plan. Click the Begin button to get started.

|

12. These are the payment plan options you will choose from:

Tuition rates for 2022-2023 school year are listed below. We offer four payment plans:

Twice-monthly: Payments begin in July 2022 for the twice-monthly option and continue through June 2023.
 Payments begin in July 2022 and continue through June 2023.
 Payments are made in July 2022 and January 2023.

Monthly: One payment in August 2022.
Semi-annual:
Annual:

13. After you make a selection, click "next."

14. Complete the payment details.

15. For any payment plan other than annual, please select the day of the month for your scheduled payments.

16. Please review and authorize the payment plan setup

17. Proceed to the electronic signature page and finalize your submission. Please be reminded that yellow exclamation points indicate that there is work yet to do in that section.

If you have financial questions, please contact Karla Owensby at kowensby@sjiparish.org or 636-464-1013 x103
 If you need technical assistance, please contact Kathy Larson at klarson@sjiparish.org or 636-464-1013 x112
 For other questions, please contact Brittany Bell in the school office at 636-464-9027.