

# Continuous Enrollment

## Be a Forever LION with Continuous Enrollment!

St. Paul's Preparatory Academy is excited to offer an efficient way for our families to manage enrollment from year to year through Continuous Enrollment.

Once the Continuous Enrollment Agreement is completed and signed, your child will be automatically enrolled at St. Paul's Preparatory Academy through high school graduation. Parents will be charged the annual enrollment fee through the FACTS Financial Tuition Management System in February of each year.

*\*New Applicants – The application process must be completed in order to participate in Continuous Enrollment.*

### Frequently Asked Questions

#### **What is Continuous Enrollment and how does it work?**

Continuous Enrollment is an easier way for St. Paul's families to manage enrollment each year. Once a Continuous Enrollment Agreement is completed and signed through the FACTS Family Portal, families do not need to re-apply each year. Students will be enrolled at St. Paul's Preparatory Academy through high school graduation or until a family follows the official withdrawal process in the Registrar's Office. Each February, a communication will be sent reminding families it's time to update all required information, and the annual enrollment fee will be deducted.

#### **Are there fees associated with Returning Students in Continuous Enrollment?**

The annual registration fee will be drafted through the FACTS Financial Tuition Management System in February. The payment of this fee secures your child's spot for the following school year and allows for administration to plan for class sizes, program resources, and the hiring of the school's staff.

#### **How do I pay my annual registration fee?**

Each year, the annual registration fee will be automatically drafted from your FACTS Financial Tuition account in February. Families will be sent a reminder when the payment is about to be deducted.

## **What do I need to do if we're not planning to enroll for next year?**

Families not returning will need to call the Registrar's Office at 817-561-3500 for more details. *It is the responsibility of all legal parents/guardians to notify the school of withdrawal, and to follow all requirements in submitting the proper withdrawal to the school.*

## **How will I pay my tuition?**

Tuition will continue to be billed through FACTS Financial Tuition Management System according to your selected payment terms. You may log in to your FACTS Financial account to review your current selections and due dates. You may also manage your payment schedule, payment method, and review your transaction history after logging in.

## **My child needs Before-School Care and/or After-School Care. How does that affect Continuous Enrollment?**

Parents will sign up for Before-School Care and After-School Care (if needed) through the Continuous Enrollment Contract, under **Enrollee Information**. Because participation in after-care varies from year to year depending upon a family's needs, registration for the programs must be renewed for the following school year each February.

## **I have a question which has not been answered. Whom do I contact?**

For assistance with the FACTS Family Portal, or Continuous Enrollment Agreements, please contact the Registrar's Office at 817-561-3500.

For questions regarding the FACTS Financial Tuition Management System, please call the Business Office at 817-561-3455.