



**St. John
THE Baptist
Catholic School**

SCHOOL OFFICE
116 Pleasant St.
Plymouth, WI 53073
(920) 893-5961
school@sjbplymouth.org

2017 – 2018 School Registration

Family Name _____ Parishioner? (yes / no)

Father (Guardian) _____

Address: _____ City: _____ Zip: _____

Home phone: _____ Work Phone: _____

Cell phone: _____ E-mail: _____

Mother (Guardian) _____

Address: _____ City: _____ Zip: _____

Home phone: _____ Work Phone: _____

Cell phone: _____ E-mail: _____

I (we) wish to enroll the following students for the 2017-18 school year:

Student Name (first & last)	M/F	Grade 2017-18	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(over)



2017-18 FACTS Tuition Payment Program

NEW FAMILIES to St. John the Baptist School please complete a registration form and create a FACTS account, with our online payment company. **Registration is not complete until an online account is set up with FACTS.** To set up this account go to the SJB School website (http://www.sjbplymouth.org/school_home.html) and click the “***FACTS Registration & School Payments***” link. Follow the on-line instructions. For assistance creating your online account contact Lisa Schoneman, SJB Business Manager, at (920)892-4006 or FACTS (24/7) at (866)441-4637.

RETURNING FAMILIES will be automatically re-enrolled effective March 1, 2017. **Please contact the Parish Office (892-4006) if you would like to change your payment schedule.** Families can update form of payment at any time by logging into their FACTS account.

FACTS payment options:

1. Payment in Full - due in August
2. Two payments - due August and January
3. 4 payments - due August, October, January, and April
4. 11 monthly payments - beginning in July through May
5. 10 monthly payments - beginning in August through May

Note: Payments can be made on the 1st, 5th, 10th, or 15th of the month.

- FACTS processes payments using automatic bank payment, or by using a MasterCard, Discover, or American Express. **Credit and debit card payments have a 2.85% convenience fee.**
- FACTS will access a \$30 fee for any returned items (via bank transaction or credit/debit card).
- Families who elect not to enroll in the FACTS system will be charged a \$100 administrative manual billing fee.
- **Cash or check payments** may be made to the school or parish office **up to 3 business days prior to due date** to avoid automatic withdrawal. (We DO NOT recommend sending payments with students.)

Tuition credits, such as pre-payments and SCRIP, will be reflected on the **August** tuition invoice.

2017 – 2018 Policy Acknowledgement Form

_____ I(we) acknowledge receipt of, and agree to, the 2017-18 *St. John the Baptist Tuition and Registration Policy* including *Parent Involvement Policy*.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date