



United in Christ to ignite the joy of faith, community, and learning.

January 28, 2022

Dear Families:

At St. Stephen the Martyr School, we are committed to the long-term growth and improvement of our school. In preparation for the upcoming school year, we reviewed our current processes for information management and tuition/fees collection. For years, we have collected our tuition in-house and managed our information the best we can via the Sycamore Information System. While these processes have worked, we have heard from families and staff that we need to improve our operations with solutions that have more robust capabilities, allowing families greater financial oversight, improved communications and classroom tools for our teachers, and less paperwork for our families and office staff.

After investigating various alternatives, we selected *FACTS Management Company (FACTS)* to serve as our new student information system and tuition and fee processor. *FACTS*, which serves more than three million students and families at over 11,500 schools and manages \$9 billion in tuition funds annually, is used by Catholic schools both in Omaha and throughout the nation.

### **Enrollment Begins Sunday, January 30th**

We will begin utilizing *FACTS* for 2022/2023 enrollment, beginning this Sunday, January 30, 2022. You will receive an email inviting you to create your Family Portal and re-enroll your student on that day. Please refer to the Family Portal & Re-Enrollment Guide you received via email. If you are enrolling a new student, view the New Applicant Guide sent to you via email.

*FACTS* Fees:

- **Re-Enrollment:** There is a \$10 *FACTS* re-enrollment fee/student in addition to our \$200 enrollment fee. This fee is required by *FACTS* and St. Stephen the Martyr Catholic School does not receive this payment. This fee can be paid via ACH at no cost, or by credit card with a 2.95% processing fee. You will see the \$10 *FACTS* fee and our enrollment fee charged together at \$210 after you select your payment plan. *FACTS* may refer to this \$210 as a registration fee.
- There is a \$20 application fee for all new student applicants, including those that have siblings already enrolled at St. Stephen the Martyr. This fee is required by *FACTS* and St. Stephen the Martyr Catholic School does not receive this payment. This fee must be paid by credit card and there is a 2.95% processing fee.

### **Tuition & Fee Management:**

[Click here to view the 2022/2023 Tuition Rates](#). Beginning during enrollment for the 2022/2023 school year, all families will need to select their tuition payment preference through *FACTS*. The tuition payment options are:

1. Full payment of tuition by May 31, 2022 (\$20 annual/family processing fee)
2. Two semester payments, due May 31 and Dec. 31, 2022 (\$20 annual/family processing fee)
3. Ten monthly payments (July-April), on either the 1st or 15th of the month (\$50 annual/family processing fee)

Families may choose to pay tuition via ACH or Credit Card. In addition to the processing fees outlined above, credit card payments will be assessed an additional 2.95% processing fee. There is no additional processing fee for ACH payments.

*FACTS* will also now be presenting and collecting incidental fees for Kidzone (before/after school care), lunch, and other fees (technology, sacraments, field trips, home and school, etc.). You will be able to utilize an auto-pay feature and have access to all financial information online from any device. Incidental fees via ACH (no processing fee) or by credit card (2.95% processing fee).

### **Tuition Assistance**

This spring, *FACTS* will open financial assistance for school families. Until then, we ask families to apply for tuition assistance through the Children's Scholarship Fund of Omaha (CSF). CSF applications can be submitted beginning Monday, February 14, 2022. For more information, please visit their website at [www.csfomaha.org/parents-family](http://www.csfomaha.org/parents-family). We also encourage families interested in more information on the Latino Scholarship Fund to contact Betty Arellanes in the Archdiocese of Omaha's Catholic Schools Office at [bearellanes@archomaha.org](mailto:bearellanes@archomaha.org) or (402) 557-5570.

While we understand growing pains are natural with any new process or new technology, we are confident this investment in our school will provide improved efficiencies and benefits for our families, teachers and staff in the years to come. We thank you for your support of St. Stephen the Martyr Catholic School and we look forward to continuing to partner with you, United in Christ to ignite the joy of faith, community and learning.

God Bless and Sincerely,

Fr. Dave Belt,  
Pastor

Julie Perrault,  
Principal

### **ST. STEPHEN THE MARTYR CATHOLIC SCHOOL**

16701 "S" Street, Omaha, NE 68135 | (402) 896-0754 | Preschool – 8th Grade | [school.stephen.org](http://school.stephen.org)