

2017-2018 St. Bernard School Registration Form

Registering Family (Last Name) _____ Date: ____/____/____ Parishioner(Y/N) _____

Student First and Last Name	Birth Date	Gender	Grade

	Father/Guardian	Mother/Guardian
First and Last Name		
Address		
Work/Home/Cell Phone		
Home E-Mail		

St. Bernard's 2017-2018 Tuition:

*Please see separate form for information on Pre-K registration and tuition retention grant.

	<u>Pre-K</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>	<u>Four+ children</u>
In-Parish	\$1,105	\$2,210	\$3,841	\$4,884	\$5,586
Non-Parish	\$1,353	\$2,705	\$4,698	\$5,989	\$6,804

Tuition may be collected by SMART TUITION with several payment options available. You *must* enroll to be eligible for a payment plan. (see pamphlet)

If you are a returning family filling out this form and signing it **AUTOMATICALLY** re-enrolls you in SMART Tuition.

* Classroom fees are separate from tuition and will be collected on Back-to-School night.

Registration Fee: The registration fee for K-8 is \$250 per student. However, **if not paid before April 19**, the registration fee for returning families goes up to \$350 per student. This fee is payable at the time of registration and holds a spot for your child(ren). ****The registration fee is non-refundable. If you are unable to pay the \$250 registration fee, but will be returning next year, please work with the business office to make arrangements to pay this fee.**

- Families may defer (for later payment) up to \$200 of the \$250 per child provided the following occur.
 - SMART Tuition enrollment with auto payment set-up by April 19.
 - \$50 per child paid by April 19.

Please recall: It has been determined the actual cost to educate a child is over **\$5,000**. The difference is supplemented by Parish subsidy, Children's Scholarship, and other tuition assistance.

- If tuition is paid in its entirety on or before August 31, 2017, families will receive a 3% tuition discount.
- St. Bernard School retains the right to refuse admission to any student if the administration believes placement in St. Bernard will not meet the child's educational needs. Students who are admitted have a reasonable, well-founded hope of successfully completing the school's academic program and adhering to the school's discipline policies. In doubtful cases, students may be admitted on an interim basis.
- St. Bernard Catholic School may, in its sole discretion, refuse admission to any student or applicant.

*By signing this form I verify that all information provided is correct and I accept the terms of enrollment:



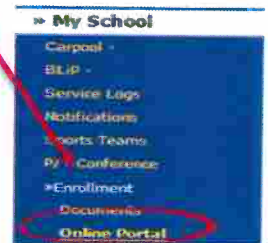
Dear Parents of Returning Students:

It's time to start the re-enrollment process for the 2017-2018 school year. **This year we are including the online re-enrollment at the same time as Registration. Please complete the enclosed Registration form and return it to the school office with your registration payment.** Financial Aid is available for those who qualify. Please see the attached information about how to apply for Children Scholarship Fund and F.A.I.R.

The online registration process is quick and easy. Please follow the steps below:

1. Log into Sycamore as you normally do to view Take Home Tuesday.
2. On the Left Menu in Sycamore, go to: **MY SCHOOL > ENROLLMENT > ONLINE PORTAL**
A new window will open to the Enrollment Portal.

3. Using the Left Menu, review each item under **>FAMILY** to make sure everything is up to date.



- a. **Checklist** – None, please ignore.
 - b. **Information** – Review and edit if changes, select Update in the upper right when complete.
 - c. **Additional Fields** - select Submit in the upper right when finished.
 - d. **Contacts** – Review and edit as necessary. Note, you **MUST** have at least one emergency contact that is not a parent/guardian.
 - e. **Medical** – Review and edit as needed, select Submit in upper right when completed.
 - f. **Documents** – Please read through all documents.
 - g. **Agreements** – You must agree to each in order to continue.
 - h. **Students** – Review and change the status to NEW/RETURNING for **ONLY** those students that will be enrolling for 2017-2018. **Check the Information Verified box**, then select Updated when complete.
4. Using the Left Menu, Review each item under each Student's Name
 5. Using the Left Menu, Click **HOME**
 - a. If everything is complete, you will see a **“Click Here To Submit Application”** button in the upper right of the Home page under **Enrollment Road Map**. Click to complete your enrollment.
 - b. On the Final Review Screen, click the **GREEN “SUBMIT YOUR APPLICATION”** button.
 - c. You will receive a confirmation email that your online enrollment is complete.

Final Review

Final Application Review To Tri-County School

Please double check your information.
Once submitted, you will no longer be able to edit anything from this portal.

Submit Your Application

Online Enrollment Questions - contact -Jennifer Supancheck – jsupancheck@stbernardomaha.org
Tuition Payment Questions – contact - Rose Flores 402.551.0269

St. Bernard Catholic School

3604 N. 65th Street Omaha, NE 68104 “Omnia Per Mariam”
(402) 553-4993 www.stbernardomaha.org





Children Scholarship Fund

Applications for the 2017-18 school year are open from February 13 – April 28. New this year, families will apply online. No paper applications will be accepted. Review the income eligibility scale below to see if a family qualifies.

Is my family qualified for a CSF scholarship?

CSF awards scholarships for children in grades K-8 to attend any private or parochial school of their family's choosing.

CSF scholarships are based on financial need. We follow income guidelines similar to the National School Lunch Program. See the income scale below for our income guidelines for the 2017-18 school year:

2017-18 Income Eligibility Scale for NEW CSF students <i>(includes new siblings)</i>	
Household Size	Maximum Eligible 2016 Income Per Family
Two	\$29,637
Three	\$37,296
Four	\$44,955
Five	\$52,614
Six	\$60,273
Seven	\$67,951
Eight	\$75,647
<i>For each additional child add \$7,696</i>	

To apply: www.csfomaha.org

Income Documentation

After completing the online application you will need to forward the following income documentation:

- 1) Page 1 and 2 of your 2016 US Individual Income Tax return (Form 1040, 1040A, or 1040EZ)
- 2) Any schedules you were required to file with your return such as:
 - a. Schedule A – Itemized Deductions
 - b. Schedule B – Interest and Dividend Income
 - c. Schedule C – Self Employment Income
 - d. Schedule D – Capital Gains and Losses
 - e. Schedule E – S corporation or Rental Property Income
 - f. Schedule F – Farm Income
- 3) Copies of your 2016 W-2's

FAIR will also need copies of any documentation you may have for the following income:

- 1) Food Stamps
- 2) TANF
- 3) Social Security or Disability Income
- 4) Any other non taxable income received

Sending FAIR your tax and income documents

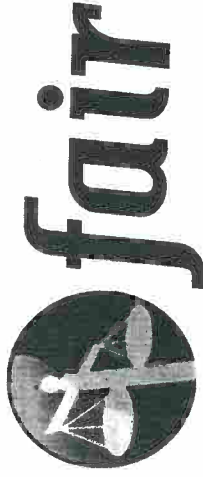
Once you have finished your application and paid the processing fee, you will receive information in a confirmation page and in an email indicating how you can send FAIR your information. You will be able to upload, fax or mail your documents. FAIR will email you confirming receipt of your documents once they have arrived in our offices.

You can check the status of your application online at www.fairapp.com by logging back in to your application and clicking on the **Current Application Status** link. Please note: It can take anywhere from 3 to 7 days for your application to be updated once we have received your income documentation.

If you need to change information on your application after you have submitted it please forward changes to:

customerservice@fairtuition.com

We will make any necessary changes as long as reports have not been released to your school.



Financial Aid Independent Review, Inc.

Submitting your Financial Aid Application Online

St. Bernard Catholic School

Application Deadline:

April 15, 2017

Applications may be submitted
beginning February 1, 2017

Financial Aid Independent Review, Inc.
PO Box 211423
Eagan, MN 55121

Email: customerservice@fairtuition.com

FAIR is a nationally recognized leader in financial aid assessments for private and parochial schools. Our service provides your school with a reasonable assessment of each family's financial situation.

There are no income limits when applying for assistance. Each family's unique financial situation is considered when assessing need. It is the responsibility of each school to decide how to best meet the needs of its students and families. All information is held strictly confidential and will only be released to the authorized school administrators.

IMPORTANT: *You will not receive results from FAIR. You will be notified by the school or financial aid program to which you applied.*

Online Application

The online application is easy to complete, with help and instructions available throughout the process. Applying online will allow you to submit the application from any location with internet access. The online application is available at www.fairapp.com.

You will need the following to complete and submit your application online:

1. Your School Code and School Password
2. A valid email address
3. A credit card (Visa or MasterCard) to complete payment processing.
4. A copy of your 2016 US Individual Income Tax return (Form 1040, 1040A, or 1040EZ)

Getting Started

To begin the on-line application process, Parents/Legal Guardians should go to www.fairapp.com and click on the "Parent Login" link.

NEW USERS:

Click on the "Create New Login" link in the New Parents section of the page. Your login will be your email address and the password that you select.

RETURNING USERS:

Your email and password from the previous year are still active in our system. You can login without having to set up a whole new account. If you do not remember your password from last year please click on the "Forgot Your Password" link and your new password will be emailed to you.

Once you have created your account you can start the process by clicking on the "Create a New Application" link. You will then be prompted for your school code and school password listed below:

St. Bernard Catholic School

School Code: 149

School Password: sbcs149

The application process requires that you complete each section, in order, before moving on to the next one. However, it is not necessary to complete the whole application at once. Each section allows you to save your data before proceeding to the next one.

The sections are listed on the left hand side of the screen.

The sections have a colored circle next to it.

A red circle means you can't access that section yet.

A green circle means that you are currently working on that section.

A green circle with a check mark means that you have completed that section of the application.

Helpful hints

- Required fields are highlighted with a red dot.
- Make sure all of your dependents are listed on the application.
- Your session will time out after 30 minutes of inactivity. You will need to log back in to resume the process from your last saved section.
- Review your application for accuracy before checking out and submitting payment.
- Maximize your internet browser window to make viewing the online application easier.

NOTE: Once you submit your credit card information for payment you will no longer be able to edit your application.

**YOUR SCHOOL REQUIRES
AUTOMATIC DEBIT**



AUTO DEBIT

Set up automatic withdrawal from your bank checking or savings account.



AUTO CREDIT CARD PAYMENT

If your school allows credit cards, you can set up regularly recurring payments on your MasterCard, Discover, American Express, or Visa.



ADDITIONAL ONLINE PAYMENTS

Convenient and secure web payments are made at parent.smarttuition.com.



PHONE

Call us toll free at (888) 868-8828 and make a touch tone phone payment or you can speak with a live parent support staff member 24 hours a day.

BENEFITS OF AUTOMATIC DEBIT

Automatic debit from your bank checking, savings, or credit card account is:

- Secure
 - Convenient
 - Reliable
- Monthly payments are debited automatically, so you never need to worry about reminders, postage, lost checks, or US Postal Service delivery delays.

Changes to automatic debit require 3 business days notice prior to debit date.

Reminder email and optional text message will be sent 7-10 days prior to your debit date.

CONNECT WITH US:

ENROLL WITH US:

www.enrollwithsmart.com



(888) 868-8828



parents@smarttuition.com



parent.smarttuition.com

**ENROLLMENT
FOR PARENTS**



WELCOME!

Smart Tuition has been in business over 25 years serving private school families. We make paying your school tuition easy and convenient.

We offer:

- Automatic debit payment plans
- Online account information
- Mobile app for Apple and Android devices
- Detailed invoices
- Email & text message reminders
- 24 Hour parent help center
- English/Spanish phone support
- Live chat from your online account
- If your school allows credit cards, you can set up recurring payments on your MasterCard, Discover, American Express, or Visa

Get started by enrolling today!

AUTOMATIC DEBIT ENROLLMENT INSTRUCTIONS

1. Online Enrollment

Visit: www.enrollwithsmart.com

2. Find Your School

Enter your school's name in the search box. Make your selection by clicking the green circle.

3. Section 1: Who Will Pay?

Enter the parent, guardian or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

4. Section 2: Who Will Attend?

Enter the names and grades of the children who will attend the school.

5. Section 3: How and When to Pay

Review the payment plans offered by your school and choose one. The plans listed are selected by your school and cannot be changed by Smart Tuition. Next, select your preferred due date from the options offered by your school. Your school requires automatic deduction. You will need to provide your checking, savings, or credit card information for processing your payments.

6. Section 4: Submit

Review Smart Tuition's terms and conditions. Click **SUBMIT ENROLLMENT** to complete your online enrollment.

7. Confirmation

Upon online enrollment completion, a confirmation page will display and a confirmation email will be sent to you.

8. Account Activation

Once your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Smart Tuition account at www.parent.smarttuition.com

PLEASE NOTE: The Smart Tuition program manages tuition payments and follows the policies established at the school. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by your school.

We look forward to working with you and your family this year!

Our parent help center is always available to assist you. We're open 24 hours a day, 365 days a year.

ENROLLING ONLINE IS A QUICK AND EASY PROCESS!

SMART TUITION
Financial Solutions for Schools and Parents