



DICKINSON CATHOLIC SCHOOLS

810 Empire Road – P.O. Box 1177, Dickinson, ND 58602
Trinity Junior High & High School (701)483-6081
Trinity Elementary East (701)225-9463
Trinity Elementary West (701)225-8094
DCS Fax (701)483-1450
www.DickinsonCatholicSchools.com

April 2016

Dear Titans,

The 2016-2017 school year is getting closer and now is the time to enroll for next school year. We are trying a new format for re-enrollment and also for enrollment of new families. Please bear with us as we implement this process. This will eliminate the need for mandatory registrations days and instead we are able to move to a 'Back to School' focus.

The Dickinson Catholic Schools has contracted with FACTS Management to process all of our tuition payments. One of the universal challenges in Catholic education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the services of the FACTS Management Company. With FACTS, the school maintains decision-making control. We will continue to be able to adjust to any special circumstances that may arise. At the same time, the improved tuition distribution income picture brought about by the new program will enable us to give increased time and attention to our educational goals.

We encourage you to attend our FACTS Parent Meeting on May 5th to fill you in on details and answer your questions. There will be 2 different times to accommodate your schedule:

- ❖ **2:00 PM at Trinity West in Garvin Hall**
- ❖ **7:00 PM at Trinity High School in the Auditorium**

Upon receipt of your Completed Enrollment packet, the DCS Business Office will send you an email invitation to log in to your FACTS account to set up your tuition payment plan and/or apply for financial assistance.

All families will be required to select one of the following FACTS payment plan options:

- **FULL PAYMENT:**
The entire amount of tuition and fees is paid on or before September 1st.
- **2 PAYMENTS:**
The tuition payment and fees will be divided in two payments. The 1st payment is due on September 1st and the 2nd payment is due February 1st.
- **10 or 12 PAYMENTS:**
Tuition is paid over a 10 month (Aug-May) or 12 month (Aug-July) period.
The FACTS plan offers three different ways to pay for tuition:
 - **Automatically Withdrawn (ACH):** as authorized by parents, from their bank accounts (checking or savings accounts).
 - **Credit card:** There will be a 2.75% convenience fee for all credit card transactions
 - Accepted cards are Visa, Discover or MasterCard
 - **Invoice:** Electronic or paper invoices paid by check or cash

In addition to the tuition collection process, FACTS will be electronically delivering invoices to you for non-tuition fees that you incur throughout the school year. This will provide you with convenient online payment

EDUCATING THE WHOLE STUDENT - MIND, BODY AND SOUL

options, as well as mobile, mail and phone notification. You may elect to have fees automatically withdrawn (ACH). FACTS provides families with an online interface that is intuitive and transparent as well as 24/7 customer service.

We are committed to providing an outstanding education for your children. Working with FACTS is one more step in assuring that we can continue that mission. This policy enables families to choose a reasonable payment plan while enabling us to run a financially and educationally sound institution for your children and the children of generations to come. We trust that you understand our decision and will continue to support us as we continue with our mission.

We thank you for your continued loyalty and support for Dickinson Catholic Schools.



Tina Johnson
Business Manager
Dickinson Catholic Schools

2016-2017 Tuition Information

The Dickinson Catholic Schools (DCS) is committed to the mission of providing a Catholic education to any student and family that wishes to attend. Tuition is set each year based on a budget forecast which determines the cost of education (COE) for each student. The COE is the actual cost to educate a student at DCS.

	DCS COE	DCS Tuition	Registration Fee*	Technology Fee	Total	10 mthly payments**	12 mthly payments**
Preschool 2 day		\$1,320	\$75		\$1,395	\$132	\$110
Preschool 3 day		\$1,650	\$75		\$1,725	\$165	\$138
Preschool 4 day		\$2,200	\$75		\$2,275	\$220	\$184
Grades K-6	\$5,888	\$2,800	\$75	\$75	\$2,950	\$288	\$240
Grades 7-8	\$7,880	\$3,450	\$75	\$75	\$3,600	\$353	\$294
Grades 9-12	\$8,430	\$4,000	\$75	\$75	\$4,150	\$408	\$340

*Registration fee of \$75 is non-refundable

**Monthly payment amounts do not include the non-refundable registration fee.

DCS makes every effort to offer financial assistance or scholarships to any child (K-12) wishing to attend. Please communicate any financial concerns to the DCS Business Office during the enrollment process and as your family circumstances change over time.

Financial Aid Open May 6th: To be considered for tuition assistance, a family must complete a Confidential Financial Aid Application. The application and the required documentation must be completed/submitted via the FACTS Financial Aid Application Process by **June 1, 2016** to receive priority consideration. When applying for Tuition Assistance you must ALSO set up a payment plan in FACTS. Families will be informed of the decision on their application in **June 2016**.

Instructions for Re-Enrollment to the Dickinson Catholic Schools

Thank you for expressing interest in DCS. We are proud of providing over 100 years of spiritual development and academic excellence in a nurturing environment for our young men and women. Enclosed you will find information and materials necessary to complete the enrollment process. Please follow the checklist below to ensure you have submitted all the required documents.

***The DCS Business Office is open from 8am to 5pm Monday through Friday at 810 Empire Road.**

April Enrollment Checklist:

- Pre-Registration form turned in (preschool/kindergarten only)
- Forms to Submit to Business Office* **by JUNE 1, 2016**:
 - 2016-2017 Enrollment form
 - \$75.00 Non-Refundable Registration Fee per Student (**unless paid with pre-registration**)
 - Immunization Records or Exemption Form (**only if updated since August 1, 2015**)
- Set up Tuition and Fees Payment Plan
 - Receive Invitation for FACTS from DCS Business Office (will receive May 6th)
 - Login to FACTS Account
 - Choose Tuition Payment Plan
 - Apply for **Round 1** of FACTS tuition assistance (if financial aid is needed) **by June 1**
 - Apply for **Round 2** of FACTS tuition assistance (only if you missed Round 1) **by July 31**

July 'Back to School' Check List:

- Watch mail for 'Back to School' Mailing (in July)
 - Trinity Extended Care (TEC) Sign-up
 - Open House/Meet the Teacher Date
 - Get Schedule/Locker Assignment (7-12 only)
- Forms to Submit to DCS Business Office* **by AUGUST 1, 2016** (will be in July mailing):
 - DCS Signed Permissions Form (Preschool-12)
 - Trinity Elementary East/West Behavioral Plan Signature Page (K-6 only)
 - Trinity Junior High/High School Signed Drug Covenant Policy (7-12 only)
- Purchase Standard Dress items from Logo Magic or Elementary Used Clothing Room (K-12 only)