



ST. MARTHA PARISH & SCHOOL

St. Martha School

Preschool-Eighth Grade Admission Process for New Students

Step 1: Make an appointment with the school for a personal tour.

- ❖ Call the school office at 517-349-3322 or email the school principal, Mrs. Patton

Step 2: Apply Online

- ❖ Visit <https://stms-mi.client.renweb.com/oa/?memberId=18262> to get started!
 - To begin the application process, please click the "Create an Account" tab at the top of the page to create an application account. From there, you will be instructed to create a login, password, and verify your email via a message to your email account.
 - You have the flexibility to log in and out of your application account without losing your data as it will autosave. There will be a green check mark for each section once you have completed all required fields.
 - Please be sure that all required documents are provided to the admissions office:
 - Copy of most recent report card (Grades 1-8)
 - Standardized test scores if applicable (Grades 1-8)
 - IEP/504 plan (if applicable)
 - Important: An application must be completed for each student.
 - Our school code is STMS-MI

Steps 1 and 2 are interchangeable.

Step 3: Get Accepted

- ❖ After a review of your application to make sure we can meet your child's needs, an email will be sent accepting or denying your application on a rolling basis. Applicants will be accepted until each grade level reaches capacity.

Step 4: Enroll

- ❖ Enrolling is where families commit to attend St. Martha School, verify contact information, sign agreements and forms, and select tuition payment plans.
 - An enrollment packet must be filled out for each student-Each student has a unique re-enrollment packet containing only their data and some questions may vary by grade. We need verification of personal data that is unique to each student as well as information for the entire family.
 - Enrollment fee is \$200 per family

How to enroll for the new school year?

- ❖ After logging into your parent account, click on the Apply/Enroll button in the left menu. The menu can be accessed by clicking on the three bars on the top left. Click on the Enrollment/Re-enrollment button. The online process should take approximately 10-15 minutes per student to complete. Your information will be saved if you need to quit and return later. If you experience errors, you might need to turn off pop up blockers and refresh the browser window.
- ❖ Within the packet, you will be prompted to access the FACTS Billing account for your family. You will be directed to a new browser tab where you will log in to your existing account to
 - Choose a tuition payment plan for your family.
 - Add the financial institution associated with this account.
 - Agree to the terms and conditions of the contract.
 - Pay an enrollment fee for FACTS Billing. (See FACTS Fees)
- ❖ An email confirmation of your tuition payment plan will be sent to you after your re-enrollment packet has been verified and the payment plan finalized. This could take 3-4 business days. Tuition rates and fees are also listed in the packet for your review.
- ❖ Complete and review your student's enrollment packet. Submit the packet and follow the instructions to finalize an online payment of the enrollment fee in the FACTS processing system.
 - The enrollment fee is \$200 per family.
 - If you have additional children, you will complete the same process for each student except for choosing a tuition payment plan.

FACTS Fees (Yearly)

- ❖ \$20 per family payable to FACTS when choosing full payment or bi-annual payment
- ❖ \$50 per family payable to FACTS when choosing a monthly payment plan
- ❖ No ACH fees
- ❖ 2.95% Credit Card Fee
- ❖ Late Payment Fees