



March 5, 2019

Dear Parents,

I am always moved by the courage and success of our students and our alumni. It is a testimony to how truly special Mother Seton School is, and how wonderfully formed each child is who graduates. Thanks be to God, the faculty and staff, and especially you for the sacrifices you make in sending your child to Mother Seton's School.

Registration for 2019-20 will begin on March 6. Mother Seton School will be using SchoolAdmin once again, and beginning in the 2019-20 school year, we will be transitioning all tuition payment plans to an online Billing Management service through SchoolAdmin. The service itself is free. SchoolAdmin will only assess an annual fee of \$40 per family if selecting an installment plan.

SCHOOLADMIN BILLING MANAGEMENT SERVICE BENEFITS

- Receive tuition invoices via email
- Set up or cancel auto-pay or individual future payments
- Make **FREE** ACH payments
- Make credit card payments (2.2% fee applied)
- View all activity
- Pay for tuition, bus fees, cafeteria charges, field trips, graduation fees, etc.

** Payer Express, the current online payment processor through PNC bank, will be **discontinued as of June 30, 2019.** Please use SchoolAdmin for all payments beginning July 1, 2019.*

To begin the registration process for school year 2019-20, log-in to the following SchoolAdmin website:

https://mothersetonschool.schooladminonline.com/users/sign_in

You will need the email address used when you created your SchoolAdmin account and your current password. If you have difficulty logging in or questions with the registration process, please contact Laurie or Jen in our Advancement department at 301-447-3165, or email admissions@mothersetonschool.org.

The registration fee will remain \$175 per child if registered and paid in full by May 15th. AFTER MAY 15th, the fee will be \$250 per child. *We cannot guarantee placement for your child on the enrollment list after May 15th. If a class is full at the time you register after this date, you will be placed on a waiting list.*

ADDITIONAL INFORMATION MANAGEMENT

1. There are five (5) required online forms listed on the checklist to be completed: **Registration, Emergency Contact, Technology Use, Field Trip Permission, and Tuesday News Registration.**
2. There are two (2) optional online forms if needed: **After-School Care and Over-the-Counter Medication Authorization.**

YOU MUST COMPLETE ALL REQUIRED ON-LINE FORMS AND MAKE ALL PAYMENTS TO BE PERMITTED TO ENTER CLASS. A checklist is provided in SchoolAdmin for you to keep track of your progress.

TUITION RATES

The tuition rates below for the 2019-20 school year include class fees.

\$5,495 Full-day student in Grades Pre-K through 8

\$3,495 Half-day student in Pre-K with an 11:30am dismissal

Mother Seton School remains committed to Saint Elizabeth Ann Seton's mission of making Catholic School accessible to all who seek it. We fulfill this mission by working hard to keep tuition rates affordable and by offering financial aid to those in need. The total budgeted cost of educating a child at MSS is **\$9,291**. Based on the 2019-20 Full-day tuition rates, **every student is receiving \$3,796** off the top of the total cost in an effort to keep tuition affordable. Your commitment to assist with Mother Seton School events throughout the year is important and greatly appreciated. It is expected that families who receive financial assistance participate in at least 10 hours of service during the school year. Whether it is helping with Breakfast with Santa, Bingo, the Gala, the May Carnival, or any other event, you make a difference!

FINANCIAL AID

- If you intend to apply for financial assistance, the **Deadline is APRIL 13, 2019**. Please act now by applying online at <http://online.factsmgt.com/signin/3QSFV>. If you apply after April 13th, funding is be limited. The FACTS customer service line is 1-866-441-4637.
- If you are a member of a Catholic parish in Maryland and **request Parish Assistance** or if you are applying for a **FOCE scholarship** (merit or need), you must apply with FACTS.
- **FACTS requires** copies of the following documents to be uploaded, faxed, or mailed to them.
 1. **2018 federal tax return** (2017 if you have not filed for 2018) **and 2018 W-2 forms** for all working adults in the household. Please **include all schedules** with your federal tax return.
 2. Applicants with **Business Income** from a Sole Proprietorship, Corporation, Partnership, LLC, etc., **must submit copies of their complete 2018 federal tax returns** for final approval. If your business return is on extension please provide the finance office a copy of your business Income Statement for the 12 months ended December 31, 2018.
 3. Income documents from Social Security, Welfare, Child Support, Alimony, Food Stamps, Worker's Compensation, and TANF **must** be submitted, if applicable.
 4. **Include your FACTS application ID on all faxed or mailed correspondence**
 5. If you experience difficulties with your FACTS application, you may contact Mary Miller for assistance at 301-447-3161, or email finance@mothersetonschool.org.
- You may also qualify for a Maryland BOOST financial aid award. Please visit <http://www.marylandpublicschools.org/Pages/boost/application.aspx> to complete the application. If you qualify, please let us know at finance@mothersetonschool.org, so we can plan ahead and be sure you get the most financial aid possible.

If you have specific questions about your family's circumstances or the registration process, you may also contact the main office at (301) 447-3161 to schedule an appointment. I am looking forward to continuing our journey with you as a spirit-filled community of faith, knowledge, and service.

Blessings,

Sr. Brenda Monahan, DC