



February 20, 2018

Dear Parents,

What an honor and gift from God it is to share the blessing of Mother Seton School with your family. Founded on solid Christian values by our very own Saint Elizabeth Ann Seton in 1810, we have the unique opportunity to literally walk the footsteps of a saint daily with your child and share the abundant grace of God through her prayers. Catholic Schools Week was a great reminder of our privilege to be able to celebrate Faith within the framework of educating students and instilling values that last a lifetime.

Working together with you, we make a profound difference. In fact, Mother Seton School is extremely proud of the outstanding reputation we enjoy with the high schools and colleges our students eventually attend. The feedback is extremely positive, and our students consistently rank among the best prepared, both academically and socially. I am very grateful for the commitment you demonstrate to our mission and for the sacrifices you make to send your child to MSS.

Now as we focus on completing a strong 2017-18 school year, we begin preparing for an even stronger 2018-19. This preparation starts with registration, which ensures proper planning for class sizes, staffing, and materials. To streamline and simplify this process, Mother Seton School is excited to begin using SchoolAdmin, a digital tool, for the 2018-19 school year. Your family will use SchoolAdmin to register your child **prior to May 15th**.

To begin the registration process **look for an email** that will be sent from our office on **Wednesday, February 21st**. The email will outline the process and provide you with an authentication code for each child you will be registering. You will need to authenticate each child separately and complete the process on an individual basis **for this year only**. In the future, your family will be verified, and you will complete the re-enrollment as a family. If you have any questions with this process, please contact Terry Smith at 301-447-3161, or email tsmith@mothersetonschool.org.

The **registration fee will remain \$175 per child for children registered on or before 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 four (4) required online forms listed on the checklist to be completed: **Registration, Technology Use, Field Trip Permission, and Tuesday News Registration.**
2. There are three (3) optional online forms if needed: **Credit Card Authorization, After-School Care, and Over-the-Counter Medication Authorization.**

Registration & Enrollment for the 2018-19 school year is complete once all the components of the online registration process are completed and payment is received. A checklist is provided in SchoolAdmin.

TUITION RATES

Classroom fees will **no** longer be charged. The tuition rates below represent the entire cost of education, other than additional student services requested such as After-School Care and Bus Service.

\$5,365 Full-day student in Grades Pre-K through 8

\$3,400 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. In fact, almost **37% of the \$7,952** cost to educate one child is derived from sources other than tuition. That is why your commitment to assist with Mother Seton School events throughout the year is so important and greatly appreciated. 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 15, 2018**. Please act now by applying online at <http://online.factsmgt.com/signin/3QSFV>. If you apply after April 15th, funding may be limited. The FACTS customer service line is 1-866-441-4637.
- If you are a member of a Catholic parish in Maryland and **need 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, which can be uploaded, emailed, faxed or mailed to them:
 1. **2017 federal tax return** (2016 if you have not filed for 2017) **and 2017 W-2 forms** for all working household members. 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 2017 federal tax returns** for final approval including all business schedules, such as Sch C (Sole Proprietor), Sch E (Rentals), Sch F (Farms), and Sch K. If your business return is on extension please provide the finance office a written estimate of your Net Income and an internal copy of your business Income Statement.
 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 also contact Donna Gebhart for assistance at 301-447-3161, or email finance@mothersetonschool.org.

If you have specific questions about your family's circumstances or the registration process, you may also contact the office 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