



A Community of Faith, Family and Learning
135 O'Flaherty St. Walled Lake MI 48390

St. William Catholic School 2019-2020 Registration Checklist

New Families

- Begin on the school website www.stwilliam-school.com.
- Click on the Registration/Tuition tab.
- Complete and print the following fillable forms:
 - 2019-2020 Tuition Contract
 - 2019-2020 Family Information Sheet
- Go back to the Registration/ Tuition tab and select FACTS from the dropdown list.
- Click on the link to access FACTS Online Tuition Management.
- Create user ID and password.
- Enter all personal information, select a payment plan, and submit.
- Return completed forms to the school office or email them to ddarga@stwilliam.com.

Once all completed forms are received in the school office, family accounts will be verified and finalized on FACTS. All families will then receive an email to return to the FACTS website to electronically pay the \$300 registration fee.

Returning Families

- Begin on the school website www.stwilliam-school.com.
- Click on the Registration/Tuition tab.
- Complete and print the following fillable forms:
 - 2019-2020 Tuition Contact
 - 2019-2020 Family Information Sheet
- While on FACTS, you may change any current information ie. address, email, phone, payment plan, etc., or add a new child for enrollment.
- Return completed forms to school office.

Once all completed forms are received in the school office, family accounts will be verified and finalized on FACTS. All families will then receive an email to return to the FACTS website to electronically pay the \$300 registration fee.

Kindergarten Assessment

- Any family looking for our kindergarten program will also be contacted to arrange for Kindergarten testing prior to completing enrollment.