



CLASS OF 2026 REGISTRATION INSTRUCTIONS



STEP 1: OPEN A FACTS TUITION MANAGEMENT ACCOUNT

All new families **MUST** have a FACTS Tuition Management Account to pay tuition and fees to Archbishop Curley High School. FACTS charges a surcharge to pay with a VISA card. We advise using a bank account to avoid the additional fee.

Click on this link to open the FACTS Tuition Management site: <https://online.factsmgt.com/signin/3QLMM>

Once on the FACTS page, choose "Create a New Account" to open your account if you do not yet have an account, follow the steps to create the account, and then click "Set Up a Payment Plan" to choose the payment plan option you wish to use to pay the tuition. ****If you have an existing FACTS account (from another school or from applying for tuition assistance),** log in with your current username and password, then go directly to the "Set Up a Payment Plan" link. From there, you will be able to add Archbishop Curley High School to your current account.

Once you have completed the process to open your FACTS Tuition account for 2022-2023, **please write down your FACTS agreement number**, which you will need to complete the New Student Enrollment form in Step 2. Your agreement number is a **nine-digit number**. It can be found in the Payment Plan and Billing Box on your FACTS account home page to the left of the ACTIONS button in the middle of the box.

STEP 2: ONLINE STUDENT ENROLLMENT FORM AND TUITION CONTRACT

This link will take you to the Administrator's Plus Online Form to enroll your son at Archbishop Curley High School for 2022-23: <https://apforms.rediker.com/APOnlineForms/index.aspx?schoolid=55DD104D24724BABA427DD3D294EE521&RegisterNow=YES>

Once on the Student Enrollment Form, click on CREATE ACCOUNT NOW to create your parent account. Once you create your account, click Register New Student and enter your son's name and your relationship to him. Then click CONTINUE.

The first page of the Enrollment Form pertains to Student Data, Emergency Contact, and Grandparent Data. Once you have completed this page, click NEXT at the bottom of the page to move to the next page. *(You should notice a **green checkmark** above the Registration Page now indicating that you have completed that page.)*

The next page of the Enrollment Form pertains to Parent Data. Use the first section of this page to provide the Primary Contact (Mom/Dad/Guardian). Upon completion of the primary parent/guardian information, scroll back up to the lower right-hand corner of the gold instruction box and click ADD CONTACT to provide the data for the Second Contact (Mom/Dad/Guardian). Once you have completed this section, click NEXT at the bottom of the page to move to the next page.

The third page of the enrollment form shows you the 2022-2023 Tuition and Fee Schedule and outlines the payment options that are offered by the school.

Please answer the question regarding Participation in Schoolwide Fundraisers: YES or NO.

Then choose the answer to which Payment Plan Option you would like to use: PAY IN FULL, SEMESTER PAYMENT PLAN, or MONTHLY PAYMENT PLAN.

At the bottom of this section, you will be asked to provide your signature acknowledging that you agree to abide by the rules and regulations set forth in the Archbishop Curley High School 2022-2023 Student/Family Handbook and agree to pay all tuition and fees in compliance with the plan chosen above.

After providing your signature and the date completed, hit the **SUBMIT** button at the bottom of the page and you have completed enrolling your son to attend Archbishop Curley High School! A copy of the form will be emailed back to you once you click submit.

REGISTRATION FEE AND TUITION DEPOSIT DUE FOR ENROLLMENT

You will be charged \$100 for the Registration Fee and \$850 for the Tuition Deposit due at registration through your FACTS account. This payment will be deducted from your bank account within 10 business days from the date you enroll.

*The 2022-23 Tuition Contract, which is a mandatory page of the registration for your son, is a generic form showing the tuition and fees that apply to all students. Your son's individual awards and tuition assistance will be deducted from his tuition account in FACTS.