

FINALSITE/FACTS INSTRUCTIONS

Finalsite: Enrollment and tuition agreements

FACTS: Billing and payments

Steps must be completed for each enrolled student.

FINALSITE WALKTHROUGH

Sign in to [Finalsite](#) to begin.

Email

gkullman@stmarkhouston.org

Password

••••••••

Show

Remember me

[Forgot your password?](#)

[Resend verification email?](#)

Sign In

Click the **Continue Enrollment Process** button.

My Students

[Help Center](#) [Account](#) [Log Out](#)

Welcome, Val

Students

Contact St. Mark Lutheran School

Kona Test

Enrolling for Kindergarten (5, as of 9/1) in 2024-2025

Continue Enrollment Process

3 items left | [View Checklist](#)

Director of Admissions and Enrollment

Kerstin Ramon

713.255.3617

admissions@gostmark.org

Director of Admissions and Enrollment

Kerstin Ramon

713-255-3617

admissions@gostmark.org

Sage Test

Enrolling for 8th Grade in 2024-2025

Continue Enrollment Process

2 items left | [View Checklist](#)

Under Tuition Agreement, select the **Complete Form** button to access your student agreement.

My Students

[Help Center](#) [Account](#) [Log Out](#)

[Back](#)

Kona Test

Enrolling for Kindergarten (5, as of 9/1) in 2024-2025

Checklist

Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.

Tuition Agreement Complete Form

Please complete your tuition agreement. Please complete all checklist items and set up or choose your tuition payment plan through FACTS.

Contact St. Mark Lutheran School

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FACTS Tuition Management Account *Please complete all your contracts before signing up for FACTS*

Extended Care "Need or NO Need" Form Changes - Must be completed whether using this program or not)

Complete Form

Please pick your Extended Care needs for the 23-24 school year. You are still REQUIRED to submit this form, even if NO Extended Care is needed.

Review contact information to ensure accuracy.

If any information needs to be updated, select Yes to complete the update.

Student Contract

CONTACT UPDATE 1 2 3 4 5

* indicates required fields

The following information is what St. Mark Lutheran School has on record. Please review this information and make any needed changes at the bottom of this form.

Student Information

Student Name: Kona Test
Date of Birth: 12/18/2012
Gender:
Grade for 2024-2025: Kindergarten (5, as of 9/1)

Primary Household Information

Primary Home Address:
4315 Guadalupe St
Austin, TX 78751
United States

First Parent/Guardian in Primary Household

Name: Valerie Test
Primary Email: valerie.SAtest@yahoo.com
Primary Phone: 512-520-8661
Secondary Phone:

Employment Status:
Job Title:
Employer:
Work Phone:

Would you like to update any of the above information? * Yes No

Save & Finish Later [Next >](#)

Ensure all medical information is up to date.

Medication

Does your child take medication on a regular basis? * Yes No

Will the student take medication at school? * Yes No

Is there anything more about your child's health that the school nursing staff should know, or that might be relevant to his/her care? *

When was the last time your child was examined by a physician? *

What was the reason for that examination? *

Signature

Parent/Guardian Signature *

Your Full Name*

I understand it is the responsibility of the parent/guardian to notify the school nurse of any changes in the student's health status during the school year.

Save & Finish Later [< Previous](#) [Next >](#)

Review tuition information.

Tuition

Base Tuition	Total
Elementary School Tuition (10 month program)	\$15,345.00
Discount	-\$2,000.00
Discount	-\$4,404.00
Tuition Total	\$8,941.00

***This reflects your net tuition total only.**

Deferral fees, which are 2% for the semi-annual payment plan and 5% for the monthly payment plan, will be factored in once you select a payment plan in FACTS. Any tuition assistance will be added to your FACTS account prior to the first payment due date in July.

Sign and submit the agreement.

Additional Fees

	Total
Tuition & Fees Total	\$8,941.00
Total	\$8,941.00

The following fees are due with the signed contract:

Registration Fee	\$0.00
Amount Due Now	\$0.00
Total After Payment	\$8,941.00

Consent

Parents are required to understand and support the philosophy of St. Mark Lutheran School. Therefore, parents should agree to the following:

- I understand enrollment shall renew automatically for each successive academic year until 8th grade graduation from SML unless this agreement is terminated by SML or the Cancellation of Enrollment terms have been satisfied.
- Receive and read the *Student Handbook*.
- I understand school conduct is to be characterized by self-control. The teachers will maintain order, supported at all times by parents and staff. When a student consistently makes inappropriate decisions in speech or conduct, the school will work with the parents to bring about changes if the student is to remain in the school.
- At no time will I participate in destructive criticism of the staff or school to my child or others. If a problem arises, I will contact the teacher or principal to resolve the problem.
- I pledge to pay my financial obligation to St. Mark Lutheran School on or before the due date and agree to the prescribed penalties if I do not.
- I will volunteer to assist the teachers and staff in curricular and/or extra-curricular activities, as needed, to the best of my abilities.
- I pledge to make every effort for my student(s) and family to attend the special all-school events.
- I have read fully and understand completely this agreement and liability release and assumption of risk.
- I agree to receive communication from SML via email, phone or through student communication folder.

Signature of Parent(s)/Guardian(s)

Signature of Parent/Guardian *

Registration Fee/Amount Due Now:

New students are required to submit the registration/enrollment fee to finalize the contract.

Returning students are billed the annual enrollment fee in February via FACTS. *Students transitioning from the Early Childhood program to PK3 will submit the enrollment fee when finalizing the agreement.*

All contracts must be signed before proceeding to FACTS to set up payment plan and details.

Once all tuition agreements are signed, return to *My Students* and select the *Go to FACTS Tuition Management* button.

My Students Help Center Account Log Out

Back

Kona Test

Enrolling for Kindergarten (5, as of 9/1) in 2024-2025

Checklist

Please complete and submit the items below to finish the process. Items will be checked off as we receive and process them.

- Tuition Agreement
Please complete your tuition agreement. Please complete all checklist items and set up or choose your tuition payment plan through FACTS.
Submitted on 02/08/2024 View Form

FACTS Tuition Management Account [Go to FACTS Tuition Management](#)

Contact St. Mark Lutheran School

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***You can only select the *Go to FACTS* button once before it will no longer be available in Finalsite. Your tuition details will transfer and be accessible directly from FACTS going forward.**

FACTS WALKTHROUGH

St. Mark uses FACTS to manage billing and payment plans for tuition and other incidental charges (e.g., Extended Care, Success Center, class trips, late fees, etc.)

If this is your first time using FACTS, you will be prompted to create an account.

Select *View Details* to see a student's tuition and fees. The registration fee/payment will also be reflected in your FACTS account history for new students.

ST. MARK LUTHERAN **FACTS** es Español i Customer Service

St Mark Lutheran School 2024-2025 School Year

Progress Tracker

Amount Due Plan Options Payment Details Payment Schedule Review & Authorize

Amount Due

Name	Amount Due	View Details
Kona Test	8,941.00	View Details
Sage Test	5,154.00	View Details
Total	14,095.00	

Back Next Cancel

Under *Payment Plan Options*, you will find the deferral fees associated with each payment plan and the fees charged by FACTS to set up the account.

Payment Plan Options

Amount Due to St Mark Lutheran School: \$14,095.00

Select a payment schedule

Show: All Items Selected

Full Payment

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit/Debit Card 	1	July 2024	\$14,095.00	5th 20th	02 Jul 2024 18 Jul 2024	\$25.00

Semi-Annual Payment Plan

There is a \$281.90 Prepaid Deferral Fee fee for this payment schedule.

Select	Payment Method	Number of Payments	Payment Months	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit/Debit Card 	2	July 2024 December 2024	\$7,188.45	5th 20th	02 Jul 2024 18 Jul 2024	\$25.00

Monthly Payment Plan (PS-8)

There is a \$704.75 Prepaid Deferral Fee fee for this payment schedule.

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit/Debit Card 	10	July 2024	\$1,479.98	5th 20th	02 Jul 2024 18 Jul 2024	\$55.00

Monthly Payment Plan (Infants - Two's)

There is a \$704.75 Prepaid Deferral Fee fee for this payment schedule.

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit/Debit Card 	12	July 2024	\$1,233.33	5th 20th	02 Jul 2024 18 Jul 2024	\$55.00

Select your payment date (5th or 20th of the month) and payment method. Payment schedule will be available once these selections are made.

Payment Details

Please enter your primary financial account for payments

Pay using

St Mark Lutheran School allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, Discover or American Express).

The following processing fees may apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.
Card transactions for St Mark Lutheran School are processed by FACTS Management Company, USA.

If you need to change your financial account details, you must contact FACTS directly at 866 441 4637. St. Mark Lutheran employees are not allowed access to this information for your financial security and privacy.

Finally, review and authorize your FACTS payment plan.
Sign in to FACTS to view your account history when needed.