



Welcome to Ave Maria Preschool!

Please complete Step 1 to begin the registration process. Completion of this registration paperwork does not guarantee placement into the Preschool Program. Depending on availability, your child may be offered enrollment or placed on a waiting list.

Step 1:

Please complete and submit the following forms/documents to the Preschool Director or the school office:

- \_\_\_ Preschool Registration Form
- \_\_\_ Media/Information Release Permission Form
- \_\_\_ Acceptable Use Policy for Technology (Multiple siblings may be on the same form)
- \_\_\_ Preschool Parent Agreement
- \_\_\_ Parish/Faith Community Registration
- \_\_\_ Confirmation of Catholic Parish Registration for New Families – *Tuition rate will automatically be assigned as non-affiliated until confirmation of Catholic affiliation is received. Affiliated rate of tuition is assigned on date confirmation form is received and not retroactively applied.*
- \_\_\_ Birth Certificate
- \_\_\_ Baptismal Certificate (if applicable) OR if not baptized in the Catholic Church, request a “Blue form” from Ave Maria School office
- \_\_\_ Current Immunization records (Due by Aug. 1, 2022)
- \_\_\_ General Health Appraisal Form (Due by Aug. 1, 2022)
- \_\_\_ Medical/Surgical Release and Treatment Emergency Contact Information (Due by Aug. 1, 2022)
- \_\_\_ Copies of all legal documentation regarding custody, parenting plans, visitation schedules, child protection orders, restraining orders, etc. (if applicable)

Step 2:

AFTER Step 1 is complete, you will receive a Tuition Contract and registration fee payment information.

Please complete and return the Tuition Contract with the registration fee payments.

Registration fees are due at the time of registration and are **NON-REFUNDABLE**, as stated in your registration documents and on your Tuition Contract.

Step 3:

AFTER step 2 is complete, you will receive an email that will provide instructions for you to set-up your FACTS tuition payment plan. Annual, semi-annual, and monthly payment plans will be offered. All families will be required to set up a payment plan with FACTS.

**\*\*\*DEADLINE: Step 3 MUST be completed by March 1, 2022 for re-enrolling families or by the 1<sup>st</sup> day of the month following your completed enrollment for those families enrolling after March 1, 2022. A \$250 fee will be assessed to your tuition account should you not complete your FACTS payment plan set up by this deadline.**

**Please Note:**  
**INCOMPLETE registration will NOT be accepted/processed.**  
**Please make sure you complete steps 1, 2, and 3 to ensure your child(ren)’s enrollment for the 2022/2023 school year.**

Questions about the registrations process can be sent to Kathy Weishaupl at  
kweishaupl@avemaria.school



(Please print)

ALL students must be fully toilet trained

Options for 3 year olds (3 by Oct. 1) T/Th AM T/Th full day M/W/F AM M/W/F full day
M-F AM M-F full day
Options for 4 year olds (4 by Oct. 1st) M-F Jr K AM M-F Jr. K full-day

Family Name Child's Birthdate
(If student(s) name(s) is different from the family name, please list her/his last name first and then the family name)
Address City Zip
Home Phone Email
Student(s) live(s) with: Father Mother Stepfather Stepmother Guardian Other

Father's Information

Mother's Information

Name
Address
Employer
Position
Work Address
Work Phone
Cell Phone
E-Mail
Parish/Church
Military affiliation for parent: Branch
Active Retired

Name
Address
Employer
Position
Work Address
Work Phone
Cell Phone
E-Mail
Parish/Church
Base
Deployed Reserves

Child(ren) registering for school at Ave Maria Preschool:

Table with 3 columns: Name, Class, Gender (F/M)

Siblings registered at Ave Maria Catholic School (K-8):

Table with 3 columns: Name, Class, Gender (F/M)

1. For the purpose of completing state and federal reports that require the race or ethnicity of pupil(s) enrolled, we are asking your voluntary cooperation. Please mark the appropriate classification for your student(s).

American Indian or Alaska Native Native Hawaiian/ Other Pacific Islander Asian White
Black/African American Hispanic or Latino Other

2. Student's Religion Student's Parish \*\*\*Please note: The school office will need a copy of your child(ren)'s birth certificate(s) and a copy of your child(ren)'s Baptismal certificate. If your child(ren) has/have not been Baptized in the Catholic Church, please request a "Blue Form" from the school office

Other Persons to Whom Ave Maria Preschool is Authorized to Release a Child: We will only release the child to adults (s) for whom written authorization has been given, which is maintained in the child's file.

Name Relationship
Address Phone Cell

Name Relationship
Address Phone Cell

Please list names of anyone who should not pick up your child from school. Please provide school with original court stamped custody papers or restraining orders.

Name Relationship

Parents Signature: Print Name: Date:



**AMCS MEDIA POLICY:** *Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photograph and/or other reproduction of a student including voice and features with or without the name of student for any promotional purpose involving United Catholic Schools of the Diocese of Colorado Springs or Ave Maria Catholic Parish/School, news or feature stories in any media or other purpose whatsoever; written permission for publication of this information must be secured from parents. This permission shall be kept on file for the length of the school year. It is the responsibility of the parent to inform the school if changes need to be made.*

Please mark **YES** on the line before any information description that you authorize for release/use  
Please mark **NO** on the line before any information description that you do NOT authorize for release/use

- \_\_\_\_\_ Posting of your child(ren)'s name(s) on class lists/athletic rosters/co-curricular rosters/school activity lists, etc.
- \_\_\_\_\_ Posting of your child(ren)'s name(s) on honor roll & awards lists
- \_\_\_\_\_ Publication of your child(ren) in the school yearbook
- \_\_\_\_\_ Publication of your child(ren) name(s) and photo(s) in E-newsletter

**Photographs of my child(ren) (or family members) that exhibit the educational and Christian values of AMCS to be used:**

- \_\_\_\_\_ In the school (this includes bulletin boards)
- \_\_\_\_\_ On the school website or for marketing brochures/materials
- \_\_\_\_\_ For the auction classroom projects

*\*I understand that I may request the removal of any photograph at any time.*

- \_\_\_\_\_ Written work or artwork to be displayed in the school (this includes bulletin boards)
- \_\_\_\_\_ Written work or artwork to be used on the website or for marketing brochures/materials
- \_\_\_\_\_ Written work or artwork to be used for auction classroom projects
- \_\_\_\_\_ Written work or artwork to be used in E newsletter publication

*\*I understand that I may request the removal of any work at any time.*

- \_\_\_\_\_ Publishing of your contact information in the school directory (home address, cell phone #, and email address)

**\*Please note: If you wish to make any changes to the above authorizations, you MUST notify the office with written instructions.**

Please PRINT all student names \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**\*\*\*Please complete one Acceptable Use Policy for Technology form for EACH student or include ALL student names AND student/parent signatures on one form\*\*\***

The technology available at AMCS is for the use of the students and faculty for educational purposes. In order for students to use the technology equipment and services of this school, students and their parents must understand and accept the following Acceptable Use Policy.

The use of school computers and Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found using any technology including school/private equipment and/or searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes, but is not limited to:

- Doing anything with respect to computer use, hardware, software, or programming which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as criminal activity under applicable local, state, or federal law.)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Exploring or transmitting information that conflicts with Catholic moral values.
- Granting access to unauthorized persons, either by intentional action or unintentional action (i.e. failure to log off)

The use of our school's technology, including computers and Internet use, is a privilege, not a right.

I, \_\_\_\_\_ [print student(s) name(s)], HAVE READ AND/OR HEARD THE ABOVE ACCEPTABLE USE POLICY READ TO ME. I FULLY UNDERSTAND THE CONTENTS AND WILL ABIDE BY THE POLICY. I UNDERSTAND THE SANCTIONS CONNECTED WITH VIOLATIONS OF THIS POLICY.

\_\_\_\_\_  
**Student(s) Signature(s) - \*\*REQUIRED, regardless of grade level\*\***

\_\_\_\_\_  
Grade(s) for 2022/2023

\_\_\_\_\_  
Parent(s) Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Revised: 10.20.21



By enrolling my child at Ave Maria Catholic Preschool, I agree to support the mission statement:

As disciples of our Lord, Jesus, we are called to model gospel values in all we do and to inspire the students to make a profound difference in our community now and in the future. Therefore, our mission at Ave Maria Catholic School is the education and development of the whole person (spiritual, moral, intellectual, physical, social, and emotional) allowing each student to achieve their full potential through solid Catholic teachings, challenging academics, and strong community involvement.

Ave Maria Catholic Preschool will strive to have each student build a strong relationship with God and possess a passion for learning, an open mind, and an ability to adapt to a diverse and changing world.

To demonstrate my commitment to Ave Maria Catholic Preschool, I agree to:

1. Assure that my child will be on time and attend school in accordance with my student's schedule
2. Read with my child to encourage an interest in learning at home no less than 2 hours per week.
3. Provide my child with proper hygiene, nutrition, and rest each day.
4. See that my child is dressed properly, in adherence to the AMCS Dress Code, and for all weather conditions.
5. Attend all required conferences and communicate with my child's teacher to monitor progress and to clarify questions and concerns.
6. Read, complete and return materials distributed by the school, as requested and in a timely manner.
7. Pay all tuition, fees, and fines in a timely manner and per the tuition contract guidelines.
8. Drop off and pick up my student in a timely manner. I understand that the half day classes end at 11:40 am and the full day class ends at 2:40 pm. If my child is left 5 minutes beyond the end of class time a fee of \$1.00 per minute will be assessed payable at time of pick up.
9. Complete and return/submit all annual registration paperwork, including registration form, tuition contract, emergency contacts, media/ information release, health forms, acceptable use policy for technology, parental agreement, parish/faith statement, and handbook acknowledgement.
10. Complete and return/submit the following forms as needed to complete files: copy of birth certificate, copy of Baptismal certificate, and other forms/surveys as requested. Some of the surveys are required for accreditation purposes.
11. Participate at the school or at home in activities of benefit to the school. We ask that each family donate 30 hours of time per year (15 hours for part time students). Complete the safety training (VIRTUS) before volunteering in the school.

Adherence to this agreement is essential to the continued success of our school. We appreciate your thoughtful consideration and compliance.

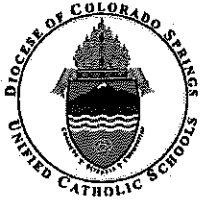
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Names of child(ren) attending Ave Maria Catholic School.

Student Name \_\_\_\_\_ Grade for 22/23 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade for 22/23 \_\_\_\_\_

Student Name \_\_\_\_\_ Grade for 22/23 \_\_\_\_\_



## Catholic School Belief Statement Diocese of Colorado Springs

Catholic education's primary mission is "the formation of the whole person, so that all may attain their eternal destiny and at the same time promote the common good of society."<sup>1</sup>

Catholic schools in the Diocese of Colorado Springs promote and foster the teachings and values of the Catholic Church as professed by the Magisterium, the Catechism of the Catholic Church and Church documents in order to provide detail for the schools' distinct religious character.

Catholic schools are faith communities that teach its students via a lived experience how to live in communion with the Church and others. The community itself is a formative and educative principle. Through the witness of community members students should come to know and feel the importance and support of an extended family in Christ.<sup>2</sup> This context is fostered by the collaboration between parents as the primary educators of their children, teachers, school and church leaders, modeling and working in harmony to witness formational Gospel values.<sup>3</sup>

In Catholic schools, students should encounter Christ daily. Christ is truly present in His Word, in prayer, in the Sacraments and in the Traditions of the Catholic faith. Experiencing Christ in these many forms allows students to access the heart of the Church as well as providing spiritual strength for their journey through life. Teachers and school leaders are ministers who assist students "to open their hearts" in confidence to the Father through personal and liturgical prayer so religious experiences are seen as a loving response to the God who first loved us.<sup>4</sup> It is through these experiences that the virtue of faith and religion are rooted, cultivated, and enabled to develop during childhood, youth and in all the years to follow.

Students are created in the image and likeness of God. Students are taught to appreciate God's gifts and respect His intent for the harmonious development of the unified mind, body and spirit. Because of this reality, "There is not separation between time for learning and time for formation, between acquiring notions and growing in wisdom."<sup>5</sup> Intellectual development and formation go hand in hand. Catholic schools help each student discover and develop their God-given gifts and understand that their gifts are to be used to serve God and serve others.

Catholic schools should impart a "Christian vision of the world, of life, of culture, and of history."<sup>6</sup> Students are taught to respect life, to view marriage as the union between a man and a woman, to respect family as the cornerstone of society, to help the poor and to care for God's creation. This effort requires "cultivating in students the intellectual, creative, and aesthetic faculties of the human person, introducing a cultural heritage, preparing them for professional life and helping them to take on the responsibilities and duties of society and the Church."<sup>7</sup> Graduates are prepared to be disciples of Christ, good stewards of God's gifts and articulate, faith-filled leaders who change and illuminate society with Gospel values.

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1. Code of Canon Law, #795

2. Congregation for Catholic Education, *Educating together in Catholic Schools 2007*, #39

3. Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, #103

4. Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium*, #114

5. Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, #51

6. *The Catholic School on the Threshold of the Third Millennium*, 14; *The Religious Dimension of Education in a Catholic School*, #53, 100; *Gravissimum Educationis*, #8

7. *Gravissimum Educationis*, 5; *Lay Catholic in Schools*, #12

Signature indicates you have read and can support the beliefs of the Catholic school.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Confirmation of Catholic Parish Affiliation New Families

To be considered for the affiliated Catholic parishioner tuition rate, each family must actively participate in their Catholic faith. Active participation is defined as:

- Registered at a Catholic parish for 6 months
- In attendance at Mass regularly
- Meet the criteria set by the pastors of their parish

Please fill out this form, have it signed by your Parish Pastor/designee, and submit it to Ave Maria Catholic School.

\_\_\_\_\_ I am Catholic and registered at \_\_\_\_\_ Catholic Parish.

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*Please print all information*

Family Name: \_\_\_\_\_

Parent's Names: \_\_\_\_\_  
Father Mother

Name(s) of child(ren) and grade they attend(s) or is/registering to attend Ave Maria Catholic School during the 2022-2023 school year.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**SIGNATURE REQUIRED:**

Pastor or authorized designee of Parish

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

# General Health Appraisal Form

## Parent: Please complete

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies:  None  Describe: \_\_\_\_\_

Type of Reaction: \_\_\_\_\_

Diet:  Breast Fed  Formula: \_\_\_\_\_  Age Appropriate

Special Diet: \_\_\_\_\_

Preventive creams/ointments/sunscreen may be applied as requested in writing by parent, unless skin is broken or bleeding.

**Sleep:** Your health care provider recommends all infants less than 1 year of age be placed on their back for sleep.

I, \_\_\_\_\_ give consent for my child's health provider, school or camp personnel to discuss my child's health concerns. My child's health provider may fax this form (and applicable attachments) to my child's childcare provider, school, or camp. FAX Number: \_\_\_\_\_

\_\_\_\_\_  
Parent or Legal Guardian Signature Date: \_\_\_\_\_  
Authorization expires 365 days after this date

## Health Care Provider: Please complete after parent section has been completed

Date of Last Exam: \_\_\_\_\_ Recent Weight: \_\_\_\_\_ \*\*HCT: \_\_\_\_\_ \*\* B/P: \_\_\_\_\_ \*\*Lead Level: \_\_\_\_\_

Physical Exam:  Normal  Abnormal (see explanation of significant health concerns:)

Significant Health Concerns:  None  Reactive Airways Disease  Seizures  Diabetes  Developmental Delays

Vision  Hearing  Hospitalizations  Severe Allergies  Other (dental, nutrition, behavior, etc.) \_\_\_\_\_

Explain above concerns (if necessary, include instructions to childcare providers): \_\_\_\_\_

Current Medications/Special Diet:  None  Describe: \_\_\_\_\_

(Separate medication authorization form required for medications given in Child Care)

**Fever reducer or pain reliever (mark only one product: max. 3 consecutive days without additional medical authorization)**

Acetaminophen (Tylenol®) may be given for pain or fever over 102° every 4 hours as needed:

Dose \_\_\_\_\_  See attached Dosage Schedule from our office

OR

Ibuprofen (Motrin®, Advil®) may be given for pain or fever over 102° every 6 hours as needed:

Dose \_\_\_\_\_  See attached Dosage Schedule from our office

Immunizations:  Up-to-date  See attached immunization record  Administered today: \_\_\_\_\_

## Signature:

Next Well Visit:  Per AAP Guidelines\* or  Age: \_\_\_\_\_

This child is healthy and may participate in all routine activities, sports, camps, and child care. Any concerns or exceptions are identified on this form.

\_\_\_\_\_  
Signature of Health Care Provider (certifying form was reviewed) Date

## Office Stamp: Or write Name, Address, Phone Number

The Colorado Chapter of the American Academy of Pediatrics (AAP), Healthy Child Care Colorado, and Headstart have approved this form 04/04.

\* The AAP recommends that children from 0-12 years have health appraisal visits at: 2, 4, 6, 9, 12, 15, 18 and 24 months, and age 3, 4, 5, 6, 8, 10 and 12 years.

\*\* Required by Head Start programs only per state EPSDT schedule

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# AVE MARIA CATHOLIC PRESCHOOL MEDICAL/SURGICAL RELEASE AND TREATMENT EMERGENCY CONTACT INFORMATION

*PLEASE PRINT*  
*SCHOOL YEAR 2022-2023*

FAMILY NAME \_\_\_\_\_ DATE \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ AGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, as parent or legal guardian of the above mentioned minor child (ren), hereby give my consent to emergency medical, surgical, or dental treatment in the event of accident, injury, sickness or other event of an emergency nature which would require immediate treatment of the above stated child (ren). I understand that Ave Maria School will notify me as soon as possible of its actions with regard to such treatment, and that Ave Maria School will attempt to reach me prior to such treatment if circumstances permit.

I hereby release Ave Maria School and its employees, including faculty, staff, volunteer staff and maintenance personnel, from any liability by reason of the exercise of emergency medical, surgical or dental treatment of the above listed child (ren), pursuant to this release, except liability for bad faith in the exercise thereof.

I further understand that there is no limitation to the treatment that may be used, as long as it is within the standards of generally accepted medical, surgical, or dental practice, and I have listed hereunder any limitations thereto with respect to same concerning the above listed child (ren). *(Such as prohibitions to treatment, specific allergies, drugs, etc.)*

(Please indicate with a number who you would like us to contact first in case of emergency (Mother or Father))

_____ Father's (or legal guardian's) signature Home phone _____ Work phone _____ Cell Phone _____	_____ Mother's (or legal guardian's) signature Home phone _____ Work phone _____ Cell phone _____
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*If unable to contact either parent or legal guardian, please contact, in the order given below.*

<u>NAME:</u>	<u>PHONE: HOME/CELL</u>	<u>ADDRESS</u>	<u>RELATIONSHIP</u>
/			
/			

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Medical Insurance Carrier: \_\_\_\_\_  
 Insured member: \_\_\_\_\_ Group number: \_\_\_\_\_  
 Policy number: \_\_\_\_\_

Hospital of Choice: (Please check one)

- \_\_\_\_\_ Children's Hospital : Address 13123 E. 16th Ave. Phone: 720-777-1234
- \_\_\_\_\_ Parker Adventist: Address 9395 Crown Crest Blvd. Phone: 303-269-4000
- \_\_\_\_\_ Sky Ridge Medical Center: Address 10101 Ridge Gate Parkway Phone 720-225-1000
- \_\_\_\_\_ Other: Address \_\_\_\_\_ Phone \_\_\_\_\_

**Fees due for preschool registration:**

- Registration fee of: \$150 for first year in AMCS Preschool and \$100 for second year in AMCS Preschool
- Class fee per student of: \$100 for part time and \$125 for full time (includes \$25.00 HSA fee for classroom parties and celebrations)
- Tuition deposit based on class enrollment below - to be credited to tuition balance

**\*\*\*ALL registration fees listed above are NON-REFUNDABLE and due at time of registration\*\*\***

**Tuition Rates**

Full Day: 8:00 - 2:40 Half Day: 8:00 - 11:40	ALL Ave Maria Parishioners and Parishioners Affiliated with Other Catholic Parishes	Non-Affiliated Returning Families	Non-Affiliated New Families	
	Tuition Rate	Tuition Rate	Tuition Rate	Deposit
T/Th Half day (3 yr. old)	\$3,375	\$3,930	\$4,430	\$300
T/Th Full day (3 yr. old)	\$3,700	\$4,230	\$4,730	\$300
M/W/F Half day (3 yr. old)	\$4,275	\$4,830	\$5,330	\$400
M/W/F Full day (3 yr. old)	\$4,775	\$5,330	\$5,830	\$400
M-F Half day AM (3 or 4 yr. old)	\$5,650	\$6,230	\$6,730	\$500
M-F Full day (3 or 4 yr. old)	\$6,850	\$7,430	\$7,930	\$500

\* **New Families:** To be considered for the affiliated Catholic parishioner tuition rate, each family must actively participate in their Catholic faith and be registered at a Catholic parish. Refer to the *Confirmation of Catholic Parish Affiliation New Families* form found in your registration packet. A tuition rate adjustment can be made to your tuition contract after you turn in this completed form signed and dated by your pastor.

**Tuition payment options with FACTS:**

- Monthly payment plan: 10 or 11 month plans available (June/July 2022 - April 2023) for a \$50 annual enrollment fee  
Please note that fewer payment plan months will be available if registering after July 2022
- Semi-annual payment plan: payments due August 2022/January 2023 or September 2022/February 2023 for a \$20 annual enrollment fee
- Annual payment plan: payments due by July 15, 2022 for a \$20 annual enrollment fee  
Please note that full tuition will be due the month following your completed enrollment if registering after July 2022

Regardless of payment plan, FACTS contract and payment plan information will be sent to families via email after all registration paperwork, AMCS Tuition Contract, and remittances of required registration fees have been processed. Parent finalization and set-up of payment plan information for FACTS must be completed by March 1, 2022 or by the 1st of the month following your registration. A \$250 fee may be assessed to your account for not completing set-up by this due date.