



TO: OLGS Parents
FROM: Mrs. Byrdie Ricketts
DATE: February 1, 2012
RE: 2012-2013 Re-Registration

It is time for our families to re-register for the upcoming 2012-2013 school year.

All forms are available for you to download from our website: www.olgs.org. They can be found scrolling down "Admissions", then Information, down to Registration Forms (http://www.olgs.org/files/Re-registration_Forms_for_Website_15.pdf). The downloads identified with an asterisk (*) are for Re-Registration.

We ask that you download the forms and complete them in their entirety. It is very important that each year, the forms are **100%** complete (every field), even if your information hasn't changed from previous years. You can send your forms in a sealed envelope into the School Office labeled "**Re-Registration.**" A complete Re-Registration Packet contains:

- ❖ Re-Registration Form
- ❖ Tuition Payment Agreement

If you are unable to download the forms, please e-mail Mrs. Reisinger (creisinger@ourladygrace.org) so that she may provide you with the necessary assistance/forms.

We are also attaching a copy of the Tuition Payment Schedule which was distributed at the Tuition Information Meeting held on January 31, 2012.

Please remember, the 1st payment due March 1st payable directly to the School will not be invoiced. Also, for those paying in full, balance is due May 1st and will not be invoiced.

NEW THIS YEAR: If you are paying in installments, YOU must register online. Go to our website, www.olgs.org, scroll down Admissions, Information, then down to FACTS ONLINE PAYMENT PLAN (<https://online.factsmgt.com/Tmg/public/AgreementSignup.aspx?t=3H5ZT&siv=y>). This new program allows you to manage your tuition account. You can make up missed tuition payments, schedule an additional payment if you have extra funds and review your account summary. You can also place your payment on your credit card (Discover, American Express, Master Card). However, please note that there is a 2.5% convenience fee (FACTS fee) applied to your credit card for each payment. You can switch from checking account to credit card at your convenience. We request that you register now as you are completing your re-registration forms but no later than March 31st.

All Re-Registration forms are due in the School Office no later than **Friday, February 10**. Know that we are thankful for your prompt attention and thoroughness.