

ST. MARY'S PREPARATORY

FACTS REGISTRATION PROCESS AND TROUBLESHOOTING TIPS

You will receive a registration link to enroll from Lynda Kosco

Lynda Kosco is our headmaster's assistant and staff member who handles FACTS registration for both new and returning families. Her email is Lkosco@stmarysprep.com

- Click on the link inside the email, the system will create a temporary password for you, but it may take up to 15 minutes for you to receive it.
- If you don't receive it after 15 minutes, please check your junk/spam folder.
- **PLEASE BE PATIENT AND WAIT FOR THE TEMPORARY PASSWORD EMAIL.**
- If you create multiple temporary passwords, the previous ones will already be expired, and you won't be able to log in to the enrollment packet.

If you already have a student(s) enrolled at St. Mary's Prep...

The enrollment invitation is emailed to the parent/guardian whom is already listed on your existing FACTS tuition account.

This is a security feature and can't be changed/altered.

Parents must answer all required questions in the enrollment packet

Failure to answer all questions will prevent you from being able to submit the packet

The FINAL step in the packet is to make your \$1500 deposit.

Here are the steps to placing the deposit:

- Click on Enrollment Packet Review.
- Click on Complete Review and Submit Enrollment Packet at the top of the next screen.
- Click on Submit Packet and Make Payment. At this point, you will either log in to your current FACTS tuition account, or if you are a new family, you will create a new account. Please make sure to double check your bank account and routing numbers as you are inputting payment information.
- Please answer "Yes" and fill out the Household 2 section if a parent lives at a different address than the student. If that is not applicable, answer "No".
- It is very important to pay the \$1,500 deposit online as the final step in the enrollment process because that is what creates the 2025-26 tuition account and ensures that the deposit is subtracted from the correct student's tuition balance. A \$1,500 deposit is required per student.

If you have additional issues or questions not answered above, please contact Lynda Kosco at Lkosco@stmarysprep.com