

2023-2024

Current Student

Registration Forms

4488 Lake Avenue, Rochester, NY 14612

(585) 663-6533/ Fax: (585) 434-3972 / hcrochester.org/ email: hcdcs@dor.org.



**Diocese of Rochester
Catholic Schools**
Faith. Academics. Community.

1150 Buffalo Road, Rochester, NY 14624 | dorschools.org

January 2023

Dear Families,

We are excited to welcome your family to a Diocese of Rochester Catholic School for the 2023-2024 school year! Whether you are returning or new to our system of Catholic Schools, we hope you are looking forward to another year of growing in faith, academics, and community.

In appreciation for the dedication of our current families, and to welcome more new families to our community, we are pleased to continue the Family Ambassador Program for the upcoming school year. Additional information can be found at www.dorschools.org/ambassador. In continuing the Ambassador Program, we recognize the role that our current families serve in promoting our outstanding Catholic schools and value that support.

Together, our 16 diocesan schools welcome students in a variety of high-quality programs for students in Pre-Kindergarten through Grade 8. For more information about school locations and financial aid, please visit our website at www.dorschools.org or contact the following schools directly:

Holy Cross School, Charlotte
Holy Family School, Elmira
Seton Catholic School, Brighton
St. Ambrose Academy, Rochester
St. Agnes School, Avon
St. Francis – St. Stephen School, Geneva
St. Joseph School, Penfield
St. Kateri School, Irondequoit

St. Lawrence School, Greece
St. Louis School, Pittsford
St. Mary's School, Canandaigua
St. Mary Our Mother School, Horseheads
St. Michael School, Penn Yan
St. Patrick's Preschool, Victor
St. Pius Tenth School, Chili
St. Rita School, Webster

The academic progress made in our Catholic Schools has been outstanding. In Spring 2022, our schools demonstrated 61% and 54% proficiency in ELA and Mathematics respectively on NYS Grades 3-8 exams. This outscored New York State by 14% in ELA and 15% in Math. Our skilled and certified faculty and principals continue to go above and beyond to offer students a transformative Catholic School education. We look forward to continuing our initiatives in teacher collaboration and personalized learning in the coming year, all while continuing to instill a Catholic worldview in our learners.

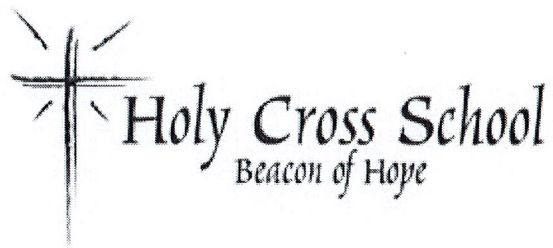
I firmly believe that a Catholic education is a gift that lasts a lifetime and wish to recognize our families who sacrifice to prioritize this gift for their children. We are grateful for your continued faithfulness and dedication.

May God bless you and your families,

James Tauzel
Superintendent of Schools



Accredited by Middle States Association



January 17, 2023

2023-2024 Holy Cross School Registration Commitment Form

Student's Name(s): _____

Grade(s) for 2023-2024: _____

Parent's Name(s): _____

Address: _____

Telephone #: _____

I am registering my child(ren) at Holy Cross School for the 2023-2024 school year.

Parent Signature

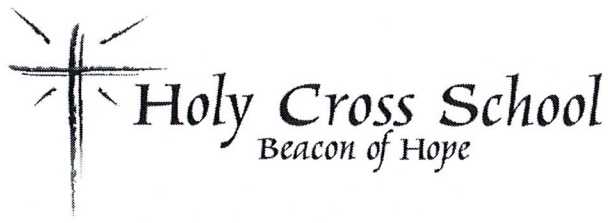
Date

Registration fee schedule:

\$50.00 - January 17, 2023 – March 16, 2023

\$100.00 - March 17, 2023 – March 31, 2023

\$150.00 - April 1, 2023 on



2023-2024 Billing and Collection Policies & Procedures for Holy Cross School

Tuition Billing & Collection:

Facts Payment Plan Options:

1. Payment in Full (due July 1st or August 15) – in FACTS).
2. Semi-annual Payments (due August 15 and January 15)
3. Ten Monthly Payments (due the 1st or 15th of each month)

***All FACTS start up fees are included in the registration fee.

***Choose payment plan (either 1st or 15th of the month) to be billed via email or mailed paper invoice for the semi-annual or monthly payment plan.

***The bill will be transmitted 15 days before payment due date.

***Payments begin August 15, 2023

• FACTS Payment methods: (to set up your billing plan)

1. **No payments will be accepted at Holy Cross for the 2023-2024 school year. All payments must be made to FACTS.**
2. **If you registered for the FACTS payment plan in the past, you will automatically be renewed into the same payment plan for the upcoming school year.**
3. **If you registered for the FACTS payment plan in the past but wish to change your payment method, you need to go to: online.factsmtg.com. You will need to put in your username and password from last year.**
4. **If you are new to FACTS and have never registered for a payment plan, go to: <https://online.factsmtg.com/Tmg/public/AgreementSignup.aspx?t=3KCXL>. This link is also posted to our website for your convenience.**
 - A. Monthly automatic bank debit (ACH)
 - B. Credit Card
 - C. Check or money order mailed directly to FACTS

****FACTS will charge a \$35 fee to an account for a “missed” payment (e.g. the return of a check, direct debit or credit card declined.**

Delinquency

- Families **30 days past due** will be notified by FACTS and the Holy Cross Parish Finance Office as being **delinquent**.
- Report cards will not be distributed to students whose accounts are delinquent
- Families with an outstanding tuition and/or extended care balance **60 days past due** will be notified that the **student will not be allowed to attend classes** beginning the first of the following month.
- Holy Cross Parish will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. School records will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

Parishioner Status

- New families are granted parishioner status by pastor authorization **ONLY**. **This is only for Kindergarten through Grade 6. We must have a signed Parish Commitment Form on file no later than August 15th.**
- It is the responsibility of the parent to resolve a discrepancy with the pastor.

Refunds

- Registration fee is non-refundable
- If an account has a credit balance at the time of withdrawal, a refund check will be issued.

NOTIFICATION OF FINANCIAL AID AWARDS WILL BE AVAILABLE IN JUNE.

Dear Parents/Guardians:

The school office will no longer be accepting payments. Please see below on how you can make payments online. If you have any questions please call Gina Hill, in the parish office at 585-663-2244 ext 103.

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Make a Credit Card Payment Online

You can go to <http://holycrossrochester.org> click Online Giving & <https://giving.parishsoft.com/g3/> or just go directly to <https://giving.parishsoft.com/g3/>

You will see the below when you click the link to create your account. You can set up payments to come from either a bank account or credit card. Once you are logged in please choose the correct fund: school support, school extended care, school extended care registration, school tuition registration, etc. Please call the parish office 663-2244 if you are unsure of the fund.

Tuition payments need to be made through FACTS - 1-866-441-4637 or online at <https://online.factsmgt.com/signin/3GC84>

The screenshot shows the 'Holy Cross Parish' online giving interface. At the top, it says 'Holy Cross Parish' and 'Login to Online Giving!'. On the right, there is a 'Log Out' link with a lock icon. The left sidebar contains three main sections: 'Give Now' (with a sub-link 'One Time Donations'), 'Scheduled Giving' (with a sub-link 'Automatic Recurring Donations'), and 'My Account' (with a sub-link 'My Info, Pledge & History'). The main content area has a message: 'Existing users, please login below. If this is your first time donating online, please click the "First Time" link on your left.' Below this are input fields for 'User Email' and 'Password'. A 'Forgot Password?' link is next to the password field. There is a 'Remember Me' checkbox and a 'Login' button. At the bottom right, there is a 'pci' logo and text: 'Level 1 - Security Certified Provider'.



Referral Form

Date of Referral: _____

Referring Parent/Guardian Name: _____
(Print Current Family Name)

(Signature)

Referring Parent/Guardian School: _____
(Print Current School Name)

Referred Family Name: _____ who is registering
(Print Referred Family Name)

at _____ in _____ grade.
(School Name) (Grade – PreK-8)

(Signature of Principal)

(Date)

☐ Referring Family:
W-9 Received

☐ Newly Enrolled Family:
W-9 Received

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see Instructions) ► _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.