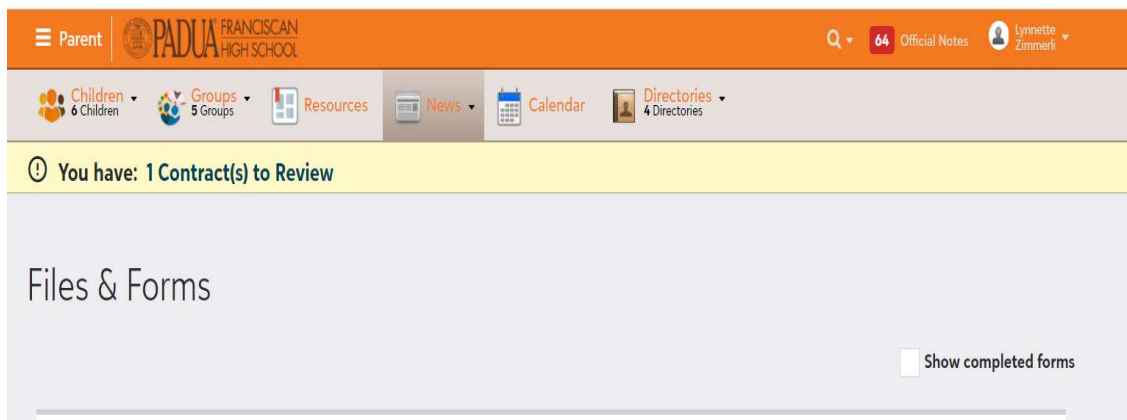


Padua Franciscan High School Financial Policy Instructions

Families are required to complete a Financial Policy form for each student every school year. The form is made available through our MyPad platform and will enroll (reenroll) you in your selected payment plan.

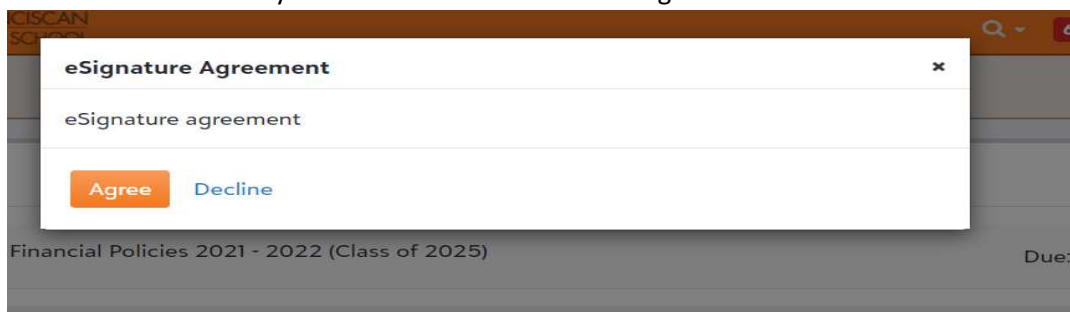
1. When the form is available, you will receive an email from:
Ann-Marie Dipaolo <paduafranciscan@myschoolapp.com>
2. Click on the email link and it will take you to the MyPad login page
3. Log into MyPad using your parent login credentials (you will not be able to access the form through a student login)
4. You will see the following message:



5. Click on the phrase "1 Contract(s) to Review" and you will be taken to the following screen:



6. Click on "Review" and you will be taken to the following screen:



7. Please click on “Agree” to accept the task. Please note this is to allow you to complete and review the form ONLY. You will be asked to sign electronically and submit at the end of the process. You will be taken to the following screen:

Parent | PADUA FRANCISCAN HIGH SCHOOL | 68 Official Notes | Lynette Zammit

Children 7 Children | Groups 5 Groups | Resources | News | Calendar | Directories 4 Directories

You have: 1 Contract to Review

Financial Policies 2022 - 2023 (Class of 2026)

Padua Franciscan High School uses Tuition Management to handle deposits and tuition payment. **Do you have an existing Tuition Management account with Padua Franciscan High School?**

Yes, I already have a Tuition Management account with Padua Franciscan High School

No, I do not already have a Tuition Management account with Padua Franciscan High School

A Tuition Management account will be automatically created when you submit this Contract. Please click continue below to proceed.

Continue to Contract

8. **If you are new to Padua Franciscan High School**, select “No, I do not already have a Tuition Management account with Padua Franciscan High School” --OR-- **if you have a student(s) currently enrolled for 2022/23 school year**, select “Yes, I already have a Tuition Management account with Padua Franciscan High School”. Next, click on “Continue to Contract” and you will be taken to the following screen:

You have: 1 Contract to Review

Financial Policies 2022 - 2023 (Class of 2026)

Financial Policies | Review | Deposit | Confirmation

Grace Assisi
Entering Year: **2022 - 2023** Grade: **9th Grade** Date of birth:

Expenses	
Tuition (before financial aid & scholarships)	\$13,550.00
Total Expenses	\$13,550.00
Total Due	\$13,550.00

9. Select a payment plan (Payment in full, 11 payments (Jul-May), 10 payments (Aug-May)):

Manage Billing Information

Account Holder & Billing Address

Email Address

Home Phone Number

Mobile Phone Number

Language
No language present

Select a Payment Plan & Method

Payment Plan Options *

Annual - July

10 Month

11 Month

10. Electronically sign the form (only one signature required) and select “To Review”

Withdrawal from Padua Franciscan High School:

1. A student is considered enrolled until a Notification of Withdrawal form has been completed in the Registrar's Office.
2. The date of the Notification of Withdrawal will be considered the official date of withdrawal from Padua Franciscan High School.
3. Withdrawals after July 8th, but prior to the first day of school, will be charged \$600.
4. **In the event of a student's withdrawal from Padua Franciscan High School after the school year has begun, tuition is charged for each quarter the student is enrolled.**
5. Financial aid, scholarships and/or other tuition reductions will be forfeited for those students withdrawing from Padua Franciscan High School prior to the start of school. If the student withdraws after classes have begun, financial aid, scholarship and/or other tuition reductions (excluding the prepay discount) are forfeited pro-rata on a quarterly basis, unless otherwise specified by the source of the reduction. The prepay discount is forfeited in its entirety if the student withdraws.
6. If a student withdraws leaving behind a financial obligation, report cards, interim grades, transcripts, diplomas, and athletic releases will be withheld until the debt is satisfied.

I have read and agree to the stated financial policies of Padua Franciscan High School as outlined above.

Signature: Lynnette Zimmerli

Date: 2/8/2022

This form must be signed and Registration Fee (\$150) and Deposit (\$600) remitted to the Business Office by May 15, 2022. If the signed form is not received, the student's schedule will be withheld.

To Review

11. After you have completed your review you will be asked to pay your enrollment fee and. You may either remit your credit card payment through the portal at this time or select “In School Payment” to remit a cash or check payment directly to the Business Office.

12. Finally, you will “Submit” the completed form.

You have: 1 Contract to Review

Financial Policies 2022 - 2023 (Class of 2026)

Deposit

Enrollment Deposit	\$600.00
Total Due	\$600.00

Payment Options *

Instructions for in school payment: Cash or check payments can also be mailed to the business office, Padua Franciscan High School, Attn: Business Office, 6740 State Road, Parma OH 44134

13. Upon successful completion you should receive a confirmation email from:
Padua Franciscan High School paduafranciscan@myschoolapp.com
14. You will also receive a confirmation from customerservice@blackbaud.school confirming your payment plan selection
15. Please feel free to contact the Business Office directly at 440-845-2444 x105 with any questions or issues.