



# HELLENIC AMERICAN ACADEMY

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Dear Parents/Guardians,

Hellenic American Academy is accepting registrations for the 2016-2017 school year. You will find enclosed a Registration Form, FACTS Tuition Schedule and FACTS Tuition Payment Policy. The Academy will continue to utilize FACTS Tuition Management for tuition payments and financial aid service. The registration process begins February 1<sup>st</sup>.

**Please note the following registration information for the upcoming school year:**

1. Families may apply for **Financial Aid** for **K-6 students** through the FACTS Tuition Management System K-6.
2. Families **paying tuition, registration and book fees in full** by **June 1<sup>st</sup>** will receive a \$100.00 tuition reduction per child.
3. **Registration and Book Fees** will be deducted at the time of FACTS registration and are non-refundable.
4. A **\$300.00 referral fee** will be awarded to a family who refers a newly enrolled **full time PreK-6** student in Hellenic American Academy's **Family and Friends Referral Program**.

Registration Forms for new and returning students must be submitted to Hellenic American Academy office prior to beginning the online registration process with FACTS Tuition Management. Once registration forms are approved, families will receive the FACTS online Tuition Management information and can begin the online FACTS registration process and financial aid process.

**The FACTS online Registration Process is as follows:**

1. The Academy FACTS Administrator will review your registration application and determine your total amount of tuition based upon number of child(ren) enrolled and any applicable discounts or fees.
2. The Academy FACTS Administrator will be responsible for entering all on-line registration student information, tuition, discounts and fees into the FACTS Management System.
3. FACTS will email families an invitation to choose a payment plan schedule. Families must complete this information to ensure registration is complete.

**FACTS Financial Aid Information for students entering grades K-6:** Applicants can apply online at [www.factsmgt.com](http://www.factsmgt.com) beginning **February 1<sup>st</sup>**. **No Financial Aid Applications will be accepted after the May 1<sup>st</sup> deadline.**

Any questions pertaining to registration contact [hgaudet@hellenicaa.org](mailto:hgaudet@hellenicaa.org) or 978-453-5422