



Holy Family Catholic School

Challenging the mind. Inspiring the heart.

2022 – 2023 Enrollment

Requirements for New Families

- 1) Enroll Student and Pay Fees Online. Follow the instructions below in **Steps to Online Enrollment**. This process needs to be completed **no later than March 25, 2022**, to accept and secure your child's spot.
- 2) Attend a two-part New Parent Orientation. In April, we will email a link to register for morning or evening sessions. Part I will occur in early June. Part II will occur in late July.

New Student Fee and Annual Fee

There are two fees associated with enrolling your son or daughter in Holy Family. The New Student Fee is a one-time fee paid upon acceptance; this fee is \$500 per child. The Annual Fee is a fee that is collected upon acceptance and each subsequent January to hold your child's spot for the upcoming school year; this fee is \$365 per child. You will pay the total of \$865 via e-check online when you follow the steps below for online enrollment. If you need to break the fees into multiple payments, please contact Christine Carter at ccarter@holyfamiycs.org.

Tuition

A student will have either a Catholic or Non-Catholic tuition rate for the school year. For each additional child attending at the same time, families receive a 10% sibling discount on the second and subsequent children's tuition rate. **A \$100 discount will be offered for each student for full prepayment of tuition on or before June 30, 2022. Twenty percent of tuition is assessed for early withdrawal after August 1, 2022. Tuition refund will be prorated based upon the number of school days at time of withdrawal and a 20% retainment of gross tuition for early withdrawal.**

2022-2023	Catholic Tuition Rate	Non-Catholic Tuition Rate
	PK - 8th	PK - 8th
First Child	\$8,275.00	\$9,475.00
Each Sibling	\$7,447.50	\$8,527.50

Steps to Online Enrollment

1. **Create a Family Portal Login Account.**
 - Go to www.holyfamiycs.org
 - Select Parents from the top menu then select Family Portal (*scroll down – bottom left*).
 - After the Family Portal Login screen opens, select **Create New Family Portal Account**.
 - Enter **HOLY-TX** in the District Code field.
 - In the Email field, enter the **email address** you provided on your child's application to the school.
 - Click the **Create Account** button.
 - You will receive an email from FACTS SIS Customer Support containing a link that will allow you to create your username and password. For security purposes, the link will remain active for only six hours.
 - Click on the **link** in the email. A Change/Create Password screen will open. You may use the default **Username** provided or create a new username. Then type in your desired password in both the **Password** and **Confirm Password Field**.
 - Click on the **Save Username and/or Password** button.
 - Close the window in your browser.
2. Go back to www.holyfamiycs.org and log in to your new Family Portal account.
3. After logging in, click on the **Apply/Enroll** link on the left side of the screen.
4. Click on the **Enrollment/Reenrollment** button on the left.
5. Select the **Click Here to Open Online Enrollment** link in the Enrollment/Reenrollment box.
6. Select the **Start Enrollment Packet** next to the student's name and grade. Instructions for completing the packet will then be available. Your information will be saved if you need to quit and come back later.
7. **Important:** After you complete the enrollment packet, click on the **Enrollment Packet Review** tab on the bottom left. Select the **Complete Review and Submit Enrollment Packet** tab in the middle of the page. Follow the instructions provided to submit the packet and pay online fees **by March 25, 2022**, to secure your child's spot.