



ST. PAUL'S CHOIR SCHOOL | HARVARD SQUARE

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Overview of Application Documents

As you explore the enrollment process at Saint Paul's Choir School, the documents and stages will fall into the following five categories. It is our sincere hope to bring you as quickly and conveniently to enrollment as possible. Because of this, please use this sheet as a guide to each document that accompanies the stages of enrollment that you and your son will encounter.



PREVIOUSLY COMPLETED STEPS:

1. **INQUIRE - REQUEST MORE INFORMATION E-FORM** – *On the admissions page of the website, this form enters you and your son's name into our enrollment tracking system. It allows us to reach out to you in order to schedule times to meet and tour.*
2. **EXPLORE - PHONE INTERVIEW, TOUR, OPEN HOUSE, & CHORISTER FOR A DAY** – *Typically between requesting more information and applying, students and parents will be invited in for one or all four of these events.*

CURRENT STEP: APPLY

1. **APPLICATION REGISTRATION** – To complete an application to Saint Paul's Choir School, you must first become a registers user on the *FACTS school application website*, accessible at the following web address: <https://factsmgt.com/>.
2. **APPLICATION** Once registereds, you may complete the application to Saint Paul's Choir School. The application is also available at <https://factsmgt.com/>. The application takes around 30 minutes to complete.

As a part of the application, some additional forms must be submitted. Hard copies can be submitted in person or digital copies can be sent to admissions@saintpaulschoirschool.us.

A. School Records from Prior School – This document, prepared by your son’s prior school, consists of his academic records.

B. IEP/504 – If your son has an IEP or 504 Plan, these documents must also be supplied to Saint Paul’s Choir School.

- 3. FINANCIAL AID APPLICATION REGISTRATION** – Saint Paul’s Choir School uses the *FACTS financial aid application*, for which you must register. Registration for this site is available at this link: <https://online.factsmgt.com/aid>.

Please note: We ask that *all* families register for financial aid. Verification of your financial aid application and documentation can take two to three weeks.

- 4. FINANCIAL AID APPLICATION** – Once you have registered with the FACTS website, you may create an application for financial aid to Saint Paul’s Choir School. The link is <https://online.factsmgt.com/aid>. As you put together your financial aid application, you may need to provide the following documents:

- A.** Most recent tax form and previous tax form (e.g. 2022 and 2021)
- B.** Most recent W2(s) associated with tax forms
- C.** Schedules C and E associated with tax forms

Please note that these documents are reviewed by the FACTS third-party team and not Saint Paul’s Choir School unless you request a status update or assistance with the application.

NEXT STEP:

- 3. DECIDE – ACCEPT OR REFUSE ADMISSION** – Upon submitting your application materials and completing your financial aid application, the school will begin to review your submissions. These will include reviews of your son’s audition, interview, and academic strengths assessment, along with your admission and financial aid applications.

Following our review, you will receive the school’s admission decision. If an offer of admission is made, you will receive a Letter of Admission and an Enrollment Agreement. If you have submitted your financial aid application and it has been reviewed, your Enrollment Agree will include your personalized tuition information. If you have not yet submitted your Financial Aid Application, you will receive a sample Enrollment Agreement.

- 4. ENROLL – COMPLETE AN ENROLLMENT PACKET** – Saint Paul’s Choir School will return a completed Enrollment Agreement to each applicant’s family, including the financial aid offered, scholarships received, and payment plan options.

Enrollment is also contingent upon the completion of certain forms, including emergency, medical, and policy forms. Supporting documentation such as a birth certificate may be required. Optional submissions such as baptismal certificates can also be given to the school at this time.

