



MERCAZ HATORAH BELLE HARBOR
505 BEACH 129TH STREET
BELLE HARBOR, NY 11694
PH: 718-474-3064 FX: 718-634-4510

REGISTRATION PROCESS

1. **Tuition Contract** – Review the enclosed Tuition Contract and fill out Section A, B and C
 - a. Choose one of the registration payment options. Registration is not negotiable and must be paid prior to receiving scholarship award. If you have already paid the fee, please mark paid.
 - b. Choose one the payment agreement options and sign accordingly
 - c. Sign and Date the Consent Agreements
2. **FACTS**
 - a. After completing the tuition contract, you will need to set up a payment plan with FACTS. To do so, please go to the Yeshiva website: www.ymhbh.com and click on the FACTS logo in the right-hand corner of the screen and follow the on screen instructions
 - b. In order for your application to be saved and entered, you **MUST** click the **Authorize** button at the end of the payment plan agreement
 - c. Please note: The payment plan you will be arranging on the FACTS website will be for the amount stated on your tuition contract, the amount will not be noted on the website. After the application is reviewed and approved, you will receive an email with the payment schedule and amount for you to review.
 - d. If you are employed by a School that participates in Qualified Tuition Reduction Program (the school forwards tuition payments on your behalf) do not go to FACTS. Please contact the Yeshiva office to request a QTR form, and once it's received the Yeshiva will initiate your payment plan through FACTS.
3. **Financial Aid – Scholarship**
 - a. If you are requesting tuition assistance please indicate so by signing on the designated line in section B on the tuition contract
 - b. Go to the Yeshiva website at www.ymhbh.com and click on the FACTS logo in the right-hand corner of the screen. You will then create an account, fill out all information until the payment plan section
 - c. At that point you may click on the link in the upper right corner titled “apply for Financial Aid with FACTS”
 - d. You will be contacted by the Yeshiva to finalize the tuition after your financial aid application has been reviewed by the Tuition Committee
 - e. Once tuition has been finalized you will go back onto FACTS to create a payment plan
4. **Previous Balances**

All Previous balances must be paid in full or have a payment plan approved by the Tuition Committee.
5. **Documents** – The following documents must be returned to the Yeshiva Office:
 - a. Signed Tuition Contract
 - b. Updated Contact Information
 - c. NYC Medical Immunization form
 - d. Medical Release form
 - e. Meningococcal Vaccination Form
 - f. Lunch Form – which will be sent out when it becomes available from NY State

After all applications and documents have been submitted, reviewed and accepted, you will be issued a Registration Card.

All applications and documents should be sent to the Yeshiva Office via fax 718-634-4510 or email office@ymhbh.com
For any questions and information regarding your application, or the application process,
Please contact the Yeshiva office at 718-474-3064, or via email at office@ymhbh.com