



St. Francis Xavier ESA FAQs

Can a child receive ESA funding and STO funding during the same quarter?

- No
- Students in the same household can utilize different funding at the same time (i.e. high school student may use STO where elementary may use ESA or elementary 1st grader on ESA and 5th grader on STO)

ESA vs STO

- If you are fully funded with STOs, you might want to stick with STOs versus ESA. Please know that ESA will not cover all of your full tuition. You will be required to pay the difference by the end of the school year.
- If you are partially funded through STOs, you may want to consider switching to ESA.

What do I need to do if I want to switch from STOs to ESA?

- Let [Aundrea Yabo-Ramirez](#) know
- She will determine how much STO money has been allocated already and will work with STOs on refunds/reallocations.

Can you accept ESA Funds and pay tuition out of pocket?

- YES
- You can use your funds towards anything on the “APPROVED ESA LIST”

Who can receive ESA funding?

- Any student in AZ grades K - 12 (preschool not eligible)
- Note all funding is equal

How do I apply?

- [Online](#)
- Need birth certificate and proof of residence in Arizona

How long does it take to process the application?

- Up to 30 days

When should I sign my contract?

- Hold on to it until you're ready to receive funds (if applicable: we have to make sure all STO funds are removed from your account)
- As soon as you sign it, it becomes active until it expires.
- You don't need to reapply each quarter.

What if I already signed my ESA Contract?

- Please inform [Aundrea Yabo-Ramirez](#) as soon as possible and send your signed contract to her.



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When is funding sent?

- Quarterly, deposited into ClassWallet account. St. Francis Xavier prefers families to pay SFX through ClassWallet for tracking purposes.
- When you're new to ESA it can take up to 3 weeks to set up and fund accounts. Parents can be reimbursed for tuition they have to pay out of pocket.

Can my FACTs account be on "Hold" status until the ESA Funds are received?

- No
- SFX ask that all ClassWallet invoices are submitted 10-15 days before the scheduled Due Date
- All ESA account holders "Due Dates" will change to the 20th of the month in order to allow sufficient processing time

What if I miss my due date and FACTs withdraws the tuition funds from my account?

- All families are responsible for their own FACTs account and should treat it as if it's a bank account.
- If funds are pulled, SFX can refund the tuition once the ESA funds have been received at the end of the school year.

Can I change my Tuition payment date/ schedule?

- Yes, we are willing to be flexible with all families

What are the required documents for all expenses in ClassWallet?

Pursuant to A.C.C. R7-2-1508(C-D), private school invoices MUST have the following:

1. Student's name
2. Name of the private school
3. Transaction Date
4. What ESA funds are paying for (tuition or fees)
5. Total amount charged to debit card must be reflected on the invoice
6. For reimbursements, proof of method of payment is required (e.g., an invoice showing "Paid", a confirmation email showing payment was made/received, PayPal confirmation, etc.

Where do I find the invoice to submit to ClassWallet?

Log in to your FACTs account and follow these steps:

1. Click View Details (next to Payment Plan & Billing)
2. Select the Schedule tab and then expand the months in which you are trying pay (i.e Q1 Jul to Sept / Q2 Oct to Dec / Q3 Jan to Mar / Q4 Apr to May)
3. Print or Save as a PDF
4. Upload this PDF to the ClassWallet account

What do I do after my Classwallet account has been funded?

- Follow the steps in the ESA Parent Handbook
- [ESA Parent Guide to Classwallet](#)
- [ESA Parent Handbook](#)



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What option do I select to make sure my funds are sent to the school for tuition?

- Please make sure you select the “ Private School -Related Expenses”

Can we still accumulate/solicit recommended STO funds for future use

- YES, We highly recommend that you continue to accumulate your STO funds for future use.
- Even though your child is on ESA, you can still make tax credit donations

Can we cancel our ESA contract?

- You can close your account any time
- You can reapply but, it's not recommended to switch quarter by quarter

Helpful links:

- [New ESA Parent Information Link](#)
- [ESA Parent Handbook](#)
- [Eligibility Requirements & Application](#)
- [H.B. 2853 FAQ](#)