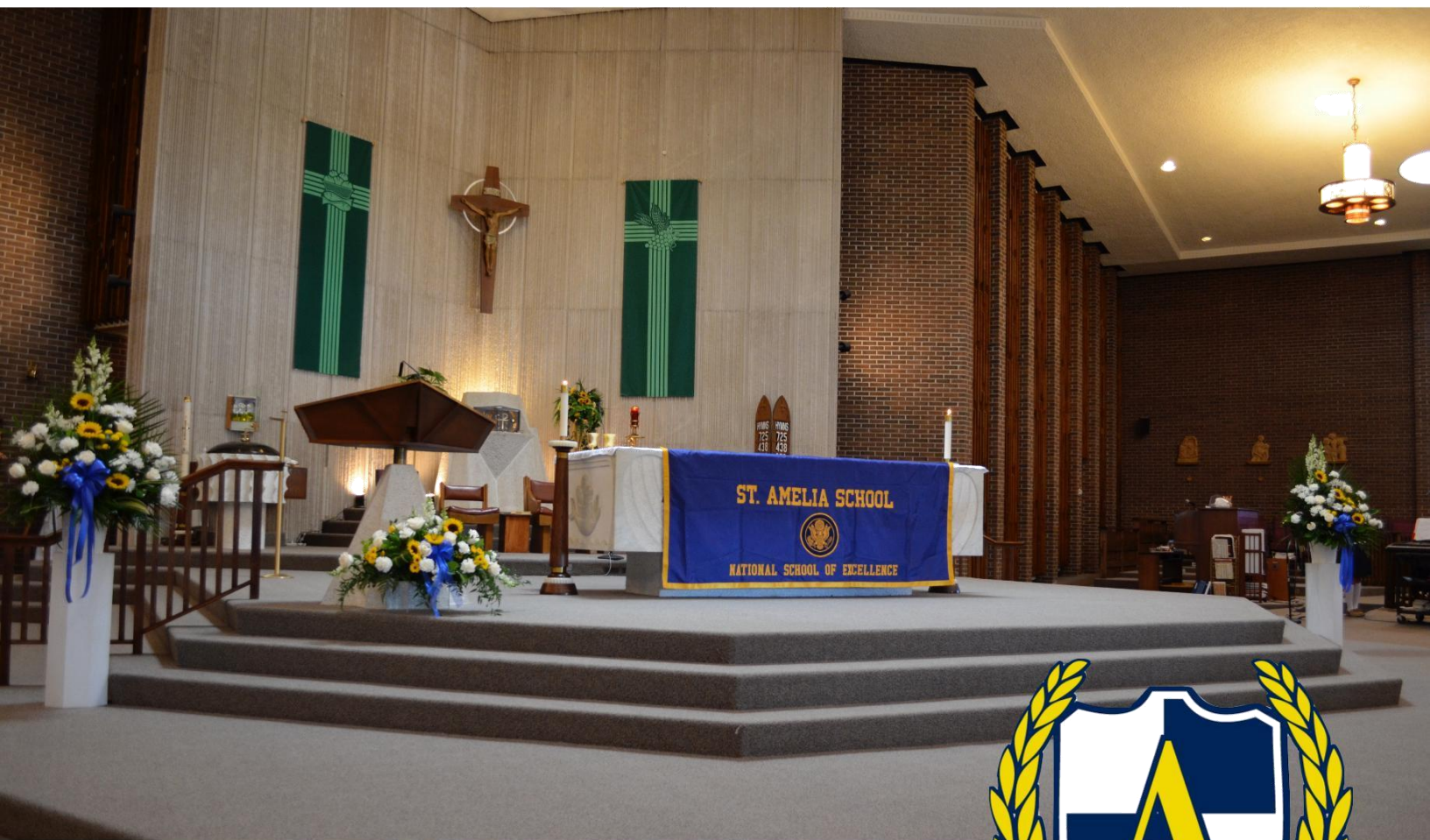


# Re-Enrollment Forms & Information

## 2018 - 2019



# St. Amelia School

Inspiring Excellence Every Day

At St. Amelia School we aspire to provide the foundation for our students to become compassionate Catholic leaders of the future living our Student Learning Expectations on a daily basis.

The St. Amelia student profile provides a benchmark of excellence for students who are nurtured and developed in our school. This profile also challenges school leaders, teachers and parents to provide learning environments that prepare our students to strive for excellence, to seek truth and to work for justice in our world.

## Admissions

The following are required for admission to St. Amelia School. We ask you to complete the forms and bring them, along with the supporting documentation and fee, with you on your child's registration day to expedite the registration process:

- Application for Enrollment
- Non-Refundable Registration Fee
- Copy of Birth Certificate
- Parish Verification
- Program Fee

## FACTS Tuition Management System

St. Amelia School will continue our partnership with FACTS Tuition Management Company to help us manage our tuition payments. By taking advantage of the security and convenience of automatic payment processing and information technology offered by FACTS, we remain committed to this goal.

You will realize these benefits by using FACTS for your monthly payment:

1. Payment Dates: You may choose either the 5<sup>th</sup> or 20<sup>th</sup> of each month as your payment date. Automatic payments can be made from a checking or savings account.
2. Enrolling in FACTS: You may enroll in FACTS by going online.

**For online registration: Go to St. Amelia School website; [www.stameliaschool.org](http://www.stameliaschool.org), find the FACTS link, under quick links click on "FACTS school year" (Follow direction as stated)**

3. Convenience & Security: Payments are processed electronically.
4. My FACTS Account: You may check your personal account on-line from the convenience of your home or office anytime.



# St. Amelia School Application for Enrollment

Registration Forms cannot be processed without accompanying registration fees

Family Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Public School District: \_\_\_\_\_ Religion: \_\_\_\_\_ Parish: \_\_\_\_\_ Env. #: \_\_\_\_\_

## Grades K-8 Students ONLY:

1	Last Name: _____ Date of Birth: _____	First: _____ Male/Female: _____	Middle: _____ Grade (2018-19): _____
2	Last Name: _____ Date of Birth: _____	First: _____ Male/Female: _____	Middle: _____ Grade (2018-19): _____
3	Last Name: _____ Date of Birth: _____	First: _____ Male/Female: _____	Middle: _____ Grade (2018-19): _____

## Pre-Kindergarten Students ONLY:

1	Last Name: _____ First Name : _____ Middle Name: _____ Date of Birth: _____ Male/Female: _____	<u>4 yr. old Program:</u> Session: ___ a.m. ___ p.m. ___ Full	<u>3 yr-old Program:</u> Session: ___ a.m. ___ p.m. ___ Full
2	Last Name: _____ First Name : _____ Middle Name: _____ Date of Birth: _____ Male/Female: _____	<u>4 yr. old Program:</u> Session: ___ a.m. ___ p.m. ___ Full	<u>3 yr-old Program:</u> Session: ___ a.m. ___ p.m. ___ Full

Child's Present Legal Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

LIVES WITH: \_\_\_ Both Parents \_\_\_ Mother \_\_\_ Father \_\_\_ Guardian Other: \_\_\_\_\_

o PLEASE NOTE: Grades, reports, and other mailings will be sent to both parents at the address or addresses identified below unless the custodial parent or legal guardian of the applicant directs St. Amelia School IN WRITING to do otherwise.

## Family Information

Father/Guardian Name: (Last) _____ (First) _____	Mother/Guardian Name: (Circle: Mrs. / Miss / Ms.) (Last) _____ (First) _____
Home address _____	Home address _____
City _____ Zip _____	City _____ Zip _____
Phone (Home) _____ (Cell) _____	Phone (Home) _____ (Cell) _____
E-mail address _____	E-mail address _____
Occupation _____ Employer _____	Occupation _____ Employer _____

Has Legal Custody? Yes \_\_\_ No \_\_\_ Student Lives With? Yes \_\_\_ No \_\_\_  
 Graduated from St. Amelia: Yes \_\_\_ No \_\_\_ Year: \_\_\_\_\_

Has Legal Custody? Yes \_\_\_ No \_\_\_ Student Lives With? Yes \_\_\_ No \_\_\_  
 Graduated from St. Amelia: Yes \_\_\_ No \_\_\_ Year: \_\_\_\_\_



# St. Amelia School Application for Enrollment 2018-2019

Registration Forms cannot be processed without accompanying registration fees

## Tuition Information:

Grades K – 8 Tuition		Parishioner		Non Parishioner	
	Enrollment Fee	Yearly	Monthly	Yearly	Monthly
1 <sup>st</sup> Child	\$150	<b>\$3,100</b>	\$295	<b>\$4,360</b>	\$421
2 <sup>nd</sup> Child	\$150	<b>\$4,575</b>	\$443	<b>\$5,720</b>	\$577
3 <sup>rd</sup> Child	\$150	<b>\$5,925</b>	\$578	<b>\$6,865</b>	\$672

Pre-K Tuition		Parishioner		Non Parishioner	
	Enrollment Fee	Yearly	Monthly	Yearly	Monthly
Pre-K 3 (Half Day)	\$150	<b>\$2,400</b>	\$225	<b>\$2,520</b>	\$237
Pre-K 3 (Full Day)	\$150	<b>\$3,900</b>	\$375	<b>\$4,620</b>	\$447
Pre-K 4 (Half Day)	\$150	<b>\$2,200</b>	\$205	<b>\$2,415</b>	\$227
Pre-K 4 (Full Day)	\$150	<b>\$3,990</b>	\$384	<b>\$4,360</b>	\$421

### Enrollment Fee:

Non-Refundable  
\$150 per family, due at the time of registration. *\$250 after January 30, 2018*

### Program Fee:

**\*\*Non-refundable Pre-Kindergarten to Grade 5**  
\$100 per child, due by May 15, 2018  
**\*\*Non-refundable Grade 6 to 8**  
\$125 per child, due by May 15, 2018

## Lunch Program:

### Grades K – 8: Lunch Program Advance Payment (Optional):

**Disclaimer** Payments for school lunches includes \$25 in bonus funds, but does not include a la carte items\*

Payment of \$375 per student for the entire school year can be paid by May 15, 2018. After 5/15/18 price is \$400.

Amount Paid: \$ \_\_\_\_\_ Cash \_\_\_\_\_ or Check # \_\_\_\_\_

Please add this to my tuition account: \$ \_\_\_\_\_ Date \_\_\_\_\_

I understand that I am responsible for any debt my child accrues in the cafeteria. If you wish to prohibit your child from charging items from the cafeteria please contact Mr. Kroczyński.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Full Day Pre-K programs:** Lunch is provided to students in our Full Day Pre-K programs as a part of your tuition cost.



# St. Amelia School Application for Enrollment

Registration Forms cannot be processed without accompanying registration fees

## Payment Information:

**Tuition Payment Preference:** Tuition for the 2018-2019 school year will be paid by:

\_\_\_\_\_ **Option 1: Payment in Full:** One single payment is due on or before May 15, 2018. This option entitles the responsible party to a 2% discount. This is payable directly to: **St. Amelia School**

*If payment is not received by the school on or before the due date, payment must be made through FACTS using the option listed below. \*Discount will be void if payment is not received by the deadline date.*

\_\_\_\_\_ **Option 2: 10 Monthly payments beginning in July through FACTS:** Automatic bank payments (ACH) through your checking or savings account, may be made on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.

**I agree to make tuition payments for the 2018-2019 school year according to one of the options above.**

**I have read the school policy regarding tuition and agree to abide by this policy.**

**✓ Who will be financially responsible:** \_\_\_\_\_ **Both Parents** \_\_\_\_\_ **Mother** \_\_\_\_\_ **Father** \_\_\_\_\_ **Guardian**

*We agree as a condition for our child/children to attend St. Amelia School to pay tuition and fees shown above. We understand that these fees are due and payable in order for our children to remain in the school. If payment is not received by the 20<sup>th</sup> of the month from July through April, we understand that a late charge of \$20 will be added to each month when the payment is in arrears. We understand that a service charge of \$20 will apply to all checks returned by the bank. We understand that if tuition is in arrears an excess of 30 days, and an acceptable alternative arrangement has not been approved by the school administration, then our child/children will not be permitted to return to the school until all delinquent obligations are paid in full.*

*We understand that in order to qualify for the Parishioner Rate, we must be (a) registered in St. Amelia Parish or be an active parishioner of a parish without an elementary school, (b) a baptized Catholic, (c) attending weekly Mass and (d) contributing regularly through the use of church envelopes. If a family is not active – i.e. does not follow through on these responsibilities, they can lose their “active” status and will be held responsible for payment of tuition according to the “non-parishioner” rates.*

*We understand there is an early withdrawal fee of one month’s tuition. We understand that the school shall have the right to legal action for non-payment of tuition and fees, and the parents will be responsible for the cost of collection.*

*We understand and agree to all terms as stated in this Enrollment Contract.*

**Parent’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:** \_\_\_\_\_  
P/NP    PVF    Tuit. Plan    BGO Fm.    \$    #    \$    #    \$  
Reg. Fee    Check/Cash/Chg    P. Fee    Check/Cash/Chg    Total Amt. Due    Date

# St. Amelia School

Inspiring Excellence Every Day



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