

RETURNING STUDENT REGISTRATION FORM

GRADES 1 - 8 2011-12 SCHOOL YEAR

REGISTRATION INFORMATION:

Returning families must complete and return this form **by Friday, March 25th**, to ensure a place for your child/ren in 2011-12 school year. The form must be accompanied by a \$100.00 per student non-refundable registration fee. The registration fee is **NOT** applied to the tuition balance.

Returning families, not current with 2010-2011 tuition payments, are not permitted to register for 2011-2012.

New families may register Grade 1- 8 students using the NEW STUDENT FORM, and kindergarten families may register students using the KINDERGARTEN FORM **on Monday, March 21.**

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**REGISTRATION: () MY CHILD/REN WILL NOT BE * RETURNING IN 2011-12
() MY CHILD/REN WILL BE ** RETURNING IN 2011-12**

COMPLETE AND RETURN THIS FORM TO INDICATE YOUR CHILD/REN 2011-12 STATUS
DO NOT LIST NEW GRADE 1-8 STUDENTS OR KINDERGARTENER STUDENTS

Student # 1 Name _____ Grade in 2011-12 _____
Student # 2 Name _____ Grade in 2011-12 _____
Student # 3 Name _____ Grade in 2011-12 _____
Student # 4 Name _____ Grade in 2011-12 _____

**IMPORTANT INFORMATION NEEDED: MY CHILD/REN NEED
BUS TRANSPORTATION: () TO SCHOOL () FROM SCHOOL**

+ + +

Parent Full Legal Name _____

Address _____
STREET CITY ZIP

• () yes () no **Is this a new address since August 2010?**

Phone _____ E-mail _____

• () yes () no **Active Duty Military?**

• () yes () no **Saint Luke Parishioner?**

* ABOVE NAMED STUDENTS WILL NOT RETURN TO SAINT LUKE IN 2011-12.
() MOVING FROM AREA () TRANSFER TO PUBLIC SCHOOL () TRANSFER TO CATHOLIC SCHOOL
REASON - _____

** REGISTRATION FEE, PER RETURNING STUDENT, IS INCLUDED FOR 2011-12.

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PARENT/GUARDIAN SIGNATURE: _____

Office use only: REGISTRATION RETURNED:
Date: ____ / ____ / ____ Ck# _____ Cash _____

TUITION INFORMATION FORM - GRADES K - 8 2011-2012 SAINT LUKE SCHOOL

TUITION INFORMATION:

USE THIS FORM TO COMPLETE THE TUITION PAYMENT AGREEMENT FORM.

The 2011-2012 Tuition per student for grades 1-8 is **\$4150.00**. Families may be eligible for a \$1,050.00 parishioner tuition-discount per student. **A \$100.00 registration fee is due at the time of registration and is not included in the tuition amount quoted.** See the Pastor's letter. Families may also be eligible for tuition assistance. See below and FACTS information / application materials to apply for assistance.

The 2011-2012 Tuition per student for kindergarten is \$2050.00. Families may be eligible for a \$200.00 parishioner tuition-discount per kindergarten student. **A \$100.00 registration fee is due at the time of registration and is not included in the tuition amount quoted.** See the Pastor's letter. Families are not eligible for tuition assistance.

- Full Kindergarten Tuition \$2050 per student (Morning or Afternoon)
- Parishioner Discount Tuition \$1850 per student (Morning or Afternoon)

- Full Grade 1-8 Tuition \$4150 per student
- Parishioner Discount Tuition \$3100 per student

TUITION PAYMENT INFORMATION:

- SINGLE tuition payment is collected in-house by the parish office. See Method of Payment.
- MULTIPLE tuition payments are collected for the parish by the FACTS Tuition Management Service. Families choosing multiple payments must use FACTS services to make tuition payments. See the Bookkeeper's letter explaining FACTS registration and fees. Online enrollment in the FACTS program or a FACTS paper form must be completed before registration is considered complete. A one-time, per-family fee is charged by FACTS. The fee covers FACTS billing postage and paper statement costs, automatic banking-payment arrangements, tuition collection and tracking, web-page tuition tracking available to families, etc. and is a parish-cost savings.

NUMBER OF PAYMENTS AND FEES

- A SINGLE tuition payment for the full amount is due to the parish office by August 1, 2011. See Method of Payment. The single payment draws interest from an interest-bearing checking account arranged through the Archdiocese. The interest is a source of school revenue.
- MULTIPLE tuition payments for the full amount can be
 - semi-annual (2 payments): Semi-annual tuition payments are due on pre-arranged dates in July 2011 and January 2012. A 0.5 % interest / handling fee, per-family, is added to the amount of tuition.* A late invoice-payment fee / a declined automatic withdrawal for non-sufficient funds fee is added to the amount of tuition. *
 - quarterly (4 payments): Quarterly tuition payments are due on pre-arranged dates in July and October 2011, and January and April 2012. A 2.0 % interest / handling fee, per-family, is added to the amount of tuition.* A late invoice-payment fee / a declined automatic withdrawal for non-sufficient funds fee is added to the amount of tuition. *
 - monthly (10 payments): Monthly tuition payments are due on pre-arranged dates between July 2011 and April 2012. A 3.5 % interest / handling fee, per-family, is added to the amount of tuition.* A late invoice-payment fee / a declined automatic withdrawal for non-sufficient funds fee is added to the amount of tuition. *

O V E R

* As a single tuition payment per-family generates bank interest and revenue for the school over ten months, the multiple-tuition-payment graduated interest-handling fee per-family generates school revenue. Late invoice payment and declined automatic withdrawal for non-sufficient funds fees go to the school not to FACTS Tuition Management Service.

METHOD OF PAYMENT

- SINGLE payment method is mailed invoice from the parish office. **If payment is not received by August 1, 2011, a family will be required to register with FACTS Tuition Management Service and begin multiple payments.**
- MULTIPLE payments are by mailed invoice or automatic withdrawal through FACTS Tuition Management Service. Families choosing payment by mailed invoice or automatic deduction. See the Bookkeeper's Letter.

INDIVIDUALS RESPONSIBLE FOR TUITION PAYMENT:

If parents / guardians live in separate households and will share in payment responsibility, please indicate the name of each parent / guardian and the amount of tuition payment responsibility for each. The school office will mail an additional TUITION PAYMENT AGREEMENT FORM to anyone sharing tuition payment responsibility.

In addition, each responsible parent / guardian in a separate household choosing multiple tuition payments must use the FACTS Tuition Management Service to make tuition payments. See the Bookkeeper's letter explaining FACTS registration and fees. Each responsible parent/guardian must complete their own FACTS Agreement Form either by paper or online to register your child. Each responsible parent / guardian is charged a one-time fee by FACTS.

One parent / guardian must be a parishioner and qualify to receive the parishioner tuition discount in order for each parent / guardian in a separate household to receive the parishioner tuition discount.

TUITION PAYMENT AGREEMENT:

Return the Tuition Payment Agreement Form with the registration form. Registration is not complete without receipt of a Tuition Payment Agreement Form.

TUITION ASSISTANCE:

Families must complete the FACTS evaluation materials using the paper form included with your registration packet and mailed OR online at www.factstuitionaid.com by May 27th. **Families are ineligible for 2011-2012 tuition assistance after May 27.** See the Bookkeeper's letter. As parish funds are the source of tuition assistance, only parish families are eligible for tuition assistance. If parents / guardians in separate households are each parishioners, each must complete the FACTS evaluation materials for assistance in the portion of shared tuition payment responsibility.

TUITION REFUND:

Families who withdraw a student(s) to relocate outside of the area served by Saint Luke may receive a tuition refund. Tuition refund rate schedule is available in the school office. Families who withdraw a student(s) for another reason are responsible for the entire tuition. Families may request a refund. School records are released only after tuition and / or other financial obligations are satisfied.

TUITION PAYMENT AGREEMENT FORM

2011-2012 SAINT LUKE SCHOOL

REGISTRATION IS NOT COMPLETE WITHOUT RECEIPT
OF A TUITION PAYMENT AGREEMENT FORM

PARENT FULL NAME: _____

- Family is eligible for parishioner tuition-discount per student. See Pastor's letter.
- Family is not eligible for parishioner tuition-discount per student. See Pastor's letter.
- More than one family member (separate household) will share responsibility for tuition payment(s). Registration is not complete until **all responsible parties** have completed an online FACTS Payment Agreement Form or paper FACTS Form.

****If a family is considering tuition assistance, they must complete the FACTS Tuition Assistance Evaluation Form and return it to FACTS by May 27, 2011. Registration is **not complete** until a family has selected a payment option

TUITION FOR 2011-2012 -

- Kindergarten Registration: _____ # of children registering
- Grades 1-8 Registration: _____ # of children registering

NUMBER OF TUITION PAYMENTS & FEES -

- ONE-TIME PAYMENT: I / we agree to pay tuition, in full, on or before August 1, 2011. *
- TWO-TIME PAYMENT: I / we agree to pay tuition and fees, in full, in two installments on pre-arranged dates in July 2011 and January 2012. *
 - Mailed Invoice from FACTS
 - Automatic Withdrawal (ACH) through FACTS Tuition Management
- FOUR-TIME PAYMENT: I / we agree to pay tuition and fees, in full, in four installments on pre-arranged dates in July and October 2011, and January and April 2012. *
 - Mailed Invoice from FACTS
 - Automatic Withdrawal (ACH) through FACTS Tuition Management
- TEN-TIME PAYMENT: I / we agree to pay tuition and fees, in full, in ten installments on pre-arranged dates between July 2011 and April 2012 *
 - Mailed Invoice from FACTS
 - Automatic Withdrawal (ACH) through FACTS Tuition Management

* See Tuition Information Form - Grades K - 8

METHOD OF PAYMENT(S) - Choose one

- I will enroll online with FACTS and control my account online
- Please send a paper enrollment form home. I will complete the form and return it to school.

INDIVIDUAL(S) RESPONSIBLE FOR TUITION PAYMENT

PARENT / GUARDIAN	
PARENT / GUARDIAN	
SIGNATURE(S)	NAME & ADDRESS OF SEPARATE HOUSEHOLD PARENT / GUARDIAN RESPONSIBLE FOR TUITION PAYMENT