



TO: Parents and/or Guardians of Current Students  
FROM: Sharon Willmes, Principal  
DATE: February 1, 2016  
SUBJECT: Registration for the 2016-2017 School Year

Attached you will find the registration papers for the 2016-2017 school year. Please fill out the enclosed forms and return them to the school office. We would prefer that forms be returned by February 11<sup>th</sup>, but we will continue to accept registration until **February 26<sup>th</sup>**. If you don't register by **February 26<sup>th</sup>**, you could lose your spot if a new student registers. Therefore, it is important that you register on time to guarantee a spot.

All families should also complete the application for a Michael L. Bidwell Tuition Grant.

All families, regardless of whether they are current with their tuition, will receive registration packets and will be able to register for the 2016-2017 school year; however tuition must be **paid in full** for 2015-2016 before the students will be permitted to begin the new school year.

The non-refundable registration fee of \$50.00 (for returning students) and the \$50.00 technology fee (refundable up to the 1<sup>st</sup> day of school) are due at the time of registration. The registration fee and the technology fee must be paid on separate checks and are not applied to tuition.

If you would like to have your tuition automatically withdrawn from your checking or savings account on the 15<sup>th</sup> of each month (July – April), please fill out the attached “Authorization Agreement for Pre-authorized Payment” form.

If you are a parishioner with a student in K-8, you are eligible to apply for tuition assistance. St. Teresa will be using the FACTS on-line service; however, you must be registered and have paid your fees **before** you may apply for tuition assistance through FACTS. Deadline for returning FACTS applications is **May 1<sup>st</sup>**. If you have any questions about the tuition assistance, please call Terri Buckner in the parish office at 921-9200.

If you have an **incoming new student** to St. Teresa, you must request a New Student Registration Packet from the school office. Please include copy of your **child's birth certificate, baptismal certificate, custody papers (if applicable), a copy of current utility bill with your name and address, registration fee of \$100.00 per student, and the \$50.00 technology fee per student**. Kindergarten acceptance is based on our admission policy outlined on page two of the registration form.

If you have any questions, please feel to call the school office at 471-4530.

## **Tuition for 2016-2017**

The tuition rate for the 2016-2017 school year is \$4,650.00 per child; however, the average estimated cost of educating one child is over \$5,000.00. A parish subsidy from the weekly Sunday collection and a state reimbursement (approx. \$250.00) help to offset the total tuition cost. All parents should apply to the Father Michael L. Bidwell Tuition Grant Fund for a tuition grant.

## **Tuition Assistance for 2016-2017**

If you are a registered parishioner seeking additional tuition assistance, you may apply on-line to FACTS Management using school code 16731.

## **Admission policy**

### **Kindergarten through Grade 8**

St. Teresa of Avila School was established and continues to serve the membership of St. Teresa of Avila Parish. Children of non-members will be considered for enrollment if qualified teachers and classroom space is available, parents or guardians fulfill the tuition requirements, and the administration believes the interests and needs of the child and the school will best be served by admission.

In accordance with Christian principles, St. Teresa of Avila parish school admits students of any gender, race, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of gender, race, color, national or ethnic origin in administration of educational policies, admission policies, and other school-administered programs.

Classroom space will be allocated according to the order of preference listed below. If all spaces are filled, a waiting list will be established. When space becomes available, any openings will be filled in that same order.

Order of preference for admissions:

1. A child currently enrolled in St. Teresa of Avila School in kindergarten through grade 8.
2. A child with brothers and/or sisters currently enrolled, seeking enrollment for the first time, whose parents are considered active parishioners\*.
3. A child, seeking enrollment for the first time, whose parents are considered active parishioners. If there are more parishioner applicants than openings; order of admission will be determined by the families' initial date of parish registration.
4. A child, seeking enrollment for the first time whose brothers and/or sisters are currently enrolled, whose parents are non-members of the parish.
5. A child, seeking enrollment for the first time, whose parents are non-members of the parish.

*\*An active parishioner is one who participates in the Sunday liturgies, takes part in parish projects, and supports the parish through active participation in the parish stewardship program.*

## **Tuition and fee policy**

Parents/guardians are required to support the school both financially and through their volunteer efforts. The Sunday collection is the primary source of funding for the school. Tuition and fees are the second source through which the school obtains its operating funds. To enable the Parish to plan and meet its budgetary requirements, tuition and fees must be paid in a timely manner.

Tuition fees are suggested by the Education Commission and approved by Parish Council. The following policy has been approved by the Education Commission and Parish Council:

- Tuition will be charged for each student enrolled in St. Teresa of Avila School.
- A non-refundable registration fee of \$100.00 for new students or \$50.00 for returning students is due at the time of registration.
- A technology fee of \$50.00 per student is due at time of registration and is refundable up to the 1<sup>st</sup> day of school.
- Tuition payments are made in ten (10) monthly installments. Beginning on July 15<sup>th</sup> of each year and continues through April 15<sup>th</sup> of the following year. Eighth grade tuition is paid in six (6) monthly installments (July – Dec).
- Tuition payments are due by the fifteenth (15) of each month.
- If the prior year's tuition has not been paid in full, the child(ren) will not be permitted to begin the new school year.
- Eighth grade tuition must be paid in full by **December 31, 2016** (six payments). No transcripts will be forwarded to the high schools until tuition is paid in full (records are requested from the high schools in January).
- Tuition payments can be made monthly by check or by automatic monthly transfer from a checking or savings account.
- At the end of each quarter, report cards are held if school fees are unpaid or tuition is not current.

**2016-2017**  
**ST. TERESA OF AVILA SCHOOL**  
**Registration for Returning**

<b>For Office Use:</b>
# of children enrolled _____
<input type="checkbox"/> Parishioner
<input type="checkbox"/> Non-Parishioner
<input type="checkbox"/> Ed-Choice
Amt. Enclosed _____
Check number _____

Please list your children who will be attending St. Teresa of Avila School for the 2016-2017 school year. Enrollment will not be official until all paperwork and fees have been completed.

Returning Students: (please print)	Grade in 16-17

**Married couple, parent, or guardian who is solely responsible for the payment of ALL tuition\*:**

Name: *(Please Print)* \_\_\_\_\_

Married    Separated    Divorced    Single    Widowed

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Church envelope # \_\_\_\_\_

**Busing:** You may be eligible to receive bus transportation if you live in the Cincinnati Public School District and you live over one mile from St. Teresa School. Would you like to request bus transportation?  Yes  No

**Please read carefully before signing:**

I have read the tuition policies and I understand the tuition for the 2016-2017 school year (detailed on the next page) and that the first tuition payment will be due on July 15, 2016. I have submitted the registration fee of \$50.00 (non-refundable) for each RETURNING student enrolling for the 2016-2017 school year with this form. I understand that a technology fee of \$50.00 (refundable up to the 1<sup>st</sup> day of school) per student will be due at time of registration. I also understand that 8<sup>th</sup> grade tuition must be paid in full by December 31, 2016 before any transcripts will be released to High Schools.

**\*In cases of divorce or separation, the parent enrolling a child/children will be the parent responsible for all tuition costs and subsequent charges. If the divorce decree requires the other parent to pay all or part of the tuition costs, it is the enrolling parent's responsibility to collect from the other parent. ONLY ONE(1) MONTHLY BILL WILL BE SENT FOR TUITION COSTS.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

OR

My child(ren) will not be returning to St. Teresa of Avila School  
**My child(ren) will be attending school at :** \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Father Michael L. Bidwell Tuition Grant**  
**Application for 2016-17**  
**(All families should apply.)**

**I. General Information**

Name of Student(s) and grade(s) for which this application is being submitted:

Name \_\_\_\_\_ Grade (2016-17) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street City State Zip

Phone Number: \_\_\_\_\_ Home Work Cell

Email: \_\_\_\_\_

Are you a registered member of St. Teresa of Avila Parish?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\*\*If yes, Envelope Number \_\_\_\_\_

**II. Volunteering**

Please comment on your family's participation in school/parish events. Please note that non-participation will not be held against you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Additional Information**

Please provide any additional comments you may have as to why your child(ren) should be considered for the Father Michael L. Bidwell Tuition Grant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization Agreement for  
Pre-authorized Tuition Payments  
2016/17**

I (we) hereby authorize St. Teresa Parish, hereafter called COMPANY, to initiate electronic entries to my (our) checking or savings account, indicated below, and the Financial Institution named below to debit the same to such account.

**Financial Institution name** \_\_\_\_\_

The name of the bank where you have your checking or savings account.

**City, State** \_\_\_\_\_

The city and state where your bank is located.

**Checking Account Number** \_\_\_\_\_

This is your checking account number. (If debiting checking account, please also full our below [Routing/Transit number]).

**Routing/Transit Number** \_\_\_\_\_

This should be the first nine-digit number on the lower left corner of your check. Please verify this by calling your bank.

**Savings Account Number** \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**YOUR ACCOUNT WILL BE DEBITED ON THE 15<sup>TH</sup> OF EACH MONTH OR THE NEXT BUSINESS DAY AFTER THE 15<sup>TH</sup>.**

**Any Questions Please Call Terri at 921-9200 ext. 103**

\_\_\_\_\_  
**PLEASE ATTACH A SAMPLE VOIDED CHECK TO VERIFY  
ACCURACY OF ROUTING/TRANSIT NUMBER AND ACCOUNT  
NUMBER.**  
\_\_\_\_\_