

## **Our Lady of Perpetual Help School Admissions Policy**

### *Non-Discrimination Policy*

Our Lady of Perpetual Help School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Our Lady of Perpetual Help School does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

The following items should be submitted to the Admissions Office for a student to be considered for admission to Our Lady of Perpetual Help School:

- A completed application and payment of the \$75.00 application fee**
- Parish Voucher from current Parish (signed by Parish Priest)**
- Parent's release form**
- Tennessee Immunization Form (green shot record)**
- Birth Certificate**
- Baptismal certificate / First Communion Record (if applicable)**
- Written proof of recent hearing and vision test**

**In order to be considered for admission, all of the above information and forms must be submitted. The absence of any of this information may prevent your child from enrollment.**

Upon receipt of the above documents, contact will be made for testing and an interview. A review of the student's records, which shall include but not be limited to, report cards and nationally norm tests shall be done prior to acceptance.

It is the parents responsibility to provide any special need files for the student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered after the student has been accepted, that records were withheld, the student may be asked to withdraw.

Every effort will be made to limit classes to 25 students.

Pre-registration for existing OLPH students takes place in late winter.

(Generally February). A fee is determined at that time which reserves your child's place in school for the upcoming year. **This fee is non-refundable.**

The registration fee for new students is due at the time the student is accepted **and is non-refundable.** Students who start school after the school year begins are required to pay the full registration fee. Parents must choose the tuition plan they will use for the next school year. Two plans are available:

1. One tuition payment due in full on July 1<sup>st</sup> with a 5% discount.
2. 10 monthly payments using the FACTS system.

**(If child/children begin school year after regular starting date, tuition will be pro-rated and must be paid by the end of April.) (OVER)**

Following pre-registration, admission will be opened to new students according to the following priorities:

1. Siblings of children already enrolled in the school
2. Catholic students from families who are registered with and support OLPH Parish.

The Parish Finance Board has set the following requirements to indicate Parish support:

- A. Regular attendance at Sunday Mass
  - B. An annual Stewardship appeal card for the current year must be complete and returned to the parish office.
  - C. Be a regular contributor to the Church using the envelope system.
  - D. A minimum annual donation of \$350.00 is given to OLPH Church Per year
  - E. Length of membership in the parish.
3. Catholic students from families who are registered and support other area Catholic churches.
  4. New non-Catholic students.

Once admission is granted, no student will be asked to leave to create space for another child.

### **Tuition Policy**

*In order to receive the catholic rate of tuition at OLPH School for the 2007-2008 school year, a family must do its part to support their Parish and fulfill the following requirements:*

***The child must be a Catholic. A catholic child is defined as one who has been baptized a catholic and whose family regularly attends mass and actively supports the parish.***

***They must be registered members of a catholic parish.***

***They must be regular contributors to their parish and meeting that Parish's minimum contribution.***

All families are expected to pay in **one sum on July 1<sup>st</sup> or in equal monthly installments**, spread over **10 monthly payments (July – April)** using the **FACTS Electronic payment plan**. **If a child/children begin the school year after the regular starting date, tuition will be pro-rated and must be paid by the end of April , if using the FACTS.**

**Upon acceptance, each new student will be required to pay a \$210.00 Non-refundable registration fee.**

**The tuition refund policy states, those refunds of tuition payments made in advance, will not be refunded after completion of the first nine weeks of the school year. If a student starts after the first nine weeks, then it will not be refunded after the next completed nine weeks of school.**