

OLMC 2018-2019 Registration Packet

(New Families)

Parent/Guardian Family Last Name: _____

Entering from OLMC PreSchool? YES _____ <OR> NO _____

Student's Full Name: _____ Grade Entering: _____

Student's Full Name: _____ Grade Entering: _____

Student's Full Name: _____ Grade Entering: _____

Student's Full Name: _____ Grade Entering: _____

Parish Name: _____ <or> Non-Catholic Religious Affiliation: _____

_____ **Registration & Book Fee** - Cash or check included in the amount of \$375. Make check payable to OLMC. This amount consists of \$125 Family Registration and \$250 for one student Book/Technology Fee.

_____ **Contract** – Ensure contract is signed and initialed in all areas.

_____ **SurePay** – All families are required to complete and turn in the SurePay form. Sign and attach a voided check or include credit card information (credit card fee will be assessed). Your tuition and/or Kids Club payment will be collected from this account. This is also required for Stewardship families.

_____ **Parish Certification** – If you attend another Roman Catholic parish other than OLMC, attach the Parish Certification form which can be found on the school website.

_____ **Registration Form**

_____ **Birth Certificate**

_____ **Baptism Certificate**

_____ **Immunization Records**

_____ **Private School Affidavit** Required by Maricopa County Education Services to indicate that the student is enrolled in school. Mrs. Watson (in the Office) is a Notary and will be happy to notarize it.

_____ **Photo Release Form** This form gives us permission to photograph students for the yearbook and publicity.

_____ **Directory Permission Form** This form gives us permission to publish addresses and phone numbers for school family use.

_____ **Home Language Survey** Required by Diocese and Department of Education.

_____ **Parent Survey**- Guidelines to determine eligibility for Title I services. **Must be signed by Parent or Guardian.**

_____ **Interview with Principal (6th – 8th grades)**

_____ **Two Letters of Recommendation (6th – 8th)** These letters should be from the Principal and a teacher.

All above items must be attached to this registration cover sheet and be completed in full to register.

Office Use Only Below

Date Received: _____ Received/Reviewed By: _____

2018-2019 Payment Schedule

<i>Date:</i>	<i>Payment for:</i>	
June 11, 2018	Book/Technology Fee (per student)	\$250.00
	Consolidated Fee (per student)	\$ 65.00
	Kindergarten Surcharge (if applicable per student)	\$100.00
July 10, 2018	Tuition (if chose 100% or 50/50 option: 100% or first 50% is due July 10, 2018)	
July 10, 2018 through April 10, 2019	Tuition (10 monthly payments)	
December 10, 2018	Tuition (2 nd 50% if 50/50 option was chosen)	

ALL PAYMENTS WILL BE SUREPAYED <OR> CHARGED TO YOUR CREDIT CARD (PLUS A 3% FEE WITH A \$3 MINIMUM) ON THE DATES NOTED ABOVE.

TUITION WORKSHEET

Registration & Book Fee

Registration fee per family \$125 and \$250 for **first** student Book/Technology fee. Cash or check attached to packet.

Other Fees

Book/Technology Fee	\$ 250 X _____	(# of students)		Total \$ _____
Consolidated Fees (<i>field trip, classroom, festival, etc.</i>)	\$ 65 X _____	(# of students)		Total \$ _____
Kindergarten Surcharge	\$ 100 X _____	(# of students)		Total \$ _____
Total Other Fees (to be SurePayed June 11, 2018)				Total \$ _____

===== (enter on pg 4)

Standard Tuition

Tuition per Student(s): 1=\$6,750 2=\$13,500 3=\$20,250 **Total \$ _____**

===== (enter on pg 4)

Tuition Payment Plan Select One (All Tuition is SurePayed or Credit Card + fee with a \$3 minimum)

- _____ Pay 100% option - due July 10, 2018
- _____ Pay 50/50 option – 1st 50% due July 10, 2018 and 2nd 50% due by December 10, 2018
- _____ Pay 10 monthly payment option – July 10, 2018 through April 10, 2019
- _____ Stewardship Household (enroll yearly by May 30, 2018)

Parish Scholarship Application

I/We wish to be considered for scholarships based on the following:

- _____ Family is registered and attending obligatory Mass regularly at OLMC Parish for past 6 months (verified by OLMC database).
- _____ Family is an OLMC Stewardship Family. You must enroll yearly by May 30, 2018 or tuition will be charged effective July 10, 2018.
- _____ Family is registered and attending obligatory Mass at another Roman Catholic Parish in the Diocese of Phoenix. Parish Verification Form **MUST** be turned in to be considered (see school website or RenWeb for required form). If Parishioner Certification Form not received you will be charged the Standard Tuition Rate.

*Note: refer to page 4 for Financial Assistance Information

Scholarships

Registered at OLMC Parish (Student(s): 1 = \$1650, 2 = \$3700, 3 = \$6150)	\$< _____ >
Registered at another Roman Catholic Parish with Verification (Student(s) 1,2,3 see above)	\$< _____ >
OLMC Stewardship Family (Student(s): 1 = \$6750, 2 = \$13500, 3 = \$20250)	\$< _____ >
Estimated financial assistance from State Tax Organization(STO): _____	\$< _____ >
(STO): _____	\$< _____ >
(STO): _____	\$< _____ >
Financial assistance from the Arizona Department of Education (ESA)	\$< _____ >
Total Estimated Scholarship(s)	Total \$< _____ >

(If the expected funds from any scholarship(s) are not received, the family will be responsible for the balance of tuition and payment will be adjusted accordingly.)

===== (enter on pg 4)

Kids Club Program

Before School	7:00 a.m. - 7:45 a.m. NO FEE
After School - Regular Days	3:00 p.m. - 6:00 p.m.
After School - Early Release Days	12:30 p.m. - 6:00 p.m.

Fees - Hourly (billed following end of month):

Per Student - \$3.00 per half hour, charged in half-hour increments
 (Note: a maximum of \$200 per month per child will be charged excluding late charges)

Late Pick-up Fees (after 6 p.m.): The late pick-up fees are \$1.00 per minute per student.

Billing

Kid Club Fees will be SurePayed monthly on the 25th or the first business day after the 25th of the following month, September 2018 through June 2019. Parents or guardians **must** sign students out each day. **If a signature and time are not present on the sign-out sheet, the family will be charged until 6:00 p.m. Students will not be allowed to continue in the Kids Club if payment is MORE THAN ONE MONTH DELINQUENT.**

Parent/Guardian Expectations

Please review and initial all. By initialing you understand that these expectations are required and if not met monies will be added to your final tuition payment.

- _____ Food for Thought: \$175 profit per family per year (May 1, 2018 – April 30, 2019)
- _____ Festival Volunteer Hours: Six (6) hours per family or \$100 per hour in lieu of service.
- _____ Four (4) hours must be completed on the day of the Festival. Exceptions may be approved by the Festival Chair.
- _____ *We have read, understand and agree to comply with the philosophy, policies, regulations and billing of the Kids Club.*

Parish Financial Assistance

Families who foresee the need for financial assistance must be **registered, active and involved in a ministry** at their Roman Catholic Parish or OLMC School (**this will be verified**). Family must **also have applied for funds from CEA, two additional STO's and be actively participating in Food For Thought**. Financial aid will not be considered until after that time. Financial assistance over and above any funds received from one of these sources may be granted on a case by case basis. You must complete the Parish Need-Based Scholarship Application.

Financial Commitment

Fees (from page 3)	\$ _____	To be SurePayed in June (less any FFT or acct credit).
	=====	
	TOTAL FEES ONLY	

Standard Tuition (from page 3)	\$ _____	
Scholarship(s)-estimated (from page 3)	\$ < _____ >	
Tuition Estimated Total	\$ _____	To be SurePayed July-April.
	=====	
	TOTAL ESTIMATED TUITION ONLY (do not include Fee's in this total)	

Monthly SurePay will be calculated on the above **estimated Tuition Total amount**. If the expected funds from any scholarship(s) are not received, the family will be responsible for the balance of tuition and payment will be adjusted accordingly.

SurePay and credit card monthly payments begin in June for the new school year and are processed monthly through April. **Debit Cards ARE NOT an accepted form of payment for these monthly payments.**

Tuition paid by credit card will have a **3% fee (note: minimum \$3 fee charged)** added each time the card is credited. Credit cards will be processed the same day as SurePay. Once selected, the payment method **may not** be changed from month-to-month.

Parent/Guardian

Date

Effective date of this Tuition Policy is Jan 1, 2018 for the 2018/2019 school year.

Our Lady of Mount Carmel School
2117 S. Rural Rd. – Tempe, Arizona 85282

2018-2019 Enrollment Contract

*******PRINT LEGIBLE*******

PARENT/GUARDIAN

FAMILY NAME _____ HOME PHONE _____
Last First

FINANCIALLY RESPONSIBLE: _____ CELL PHONE _____

ADDRESS _____
Street City State Zip

Roman Catholic Parish: _____ <OR> Family's Religious Affiliation: _____

Parish Letter Rec'd ____/____/____ Envelope# _____ Registered: _____ Profile _____
(Office Use) (Office Use) (Office Use) (Office Use)

Student Information: (Name/Grade of each student to attend in August 2018)

Name – Last & First	Grade Entering

(NON REFUNDABLE) FEE SCHEDULE

			PAID	DATE & CK#
Registration Fee	\$125.00 per family (due at application time for new family)	Total: _____	_____	_____/____
Consolidated Fee	\$ 65.00 per student	Total: _____	_____	_____/____
Book/ Technology Fee	\$250.00 per student (1 student fee due at application time for new family)	Total: _____	_____	_____/____
Kindergarten Surcharge	\$100.00 per student	Total: _____	_____	_____/____
		Total:\$ _____	<	>
		=====	=====	
		Balance Fees Due: \$		
		=====		

Tuition Rates (Kindergarten through Grade 8)	1 Student	2 Students	3 Students*
Standard Tuition	\$6,750.00	\$13,500.00	\$20,250.00
Members of OLMC <or> Members of another Roman Catholic Parish with verification.	\$5,100.00	\$9,800.00	\$14,100.00
Stewardship Households (Note: Responsible for Consolidated/Book / Technology/Kindergarten Surcharge that will be SurePayed in June)	\$0.00	\$0.00	\$0.00

By enrolling my student(s) in Our Lady of Mount Carmel Catholic School and signing this form, I am accepting and agree to abide by the rules, regulations and code of conduct of the school. I understand that tuition & fee payments will be made through the SurePay System beginning on June 10th of each month or the first business day after the 10th of each month for a total of 11 months (Books/Technology/Consolidated/Kindergarten Surcharge/Unpaid Registration Fees in June, and Tuition July through April). Tuition may be also be paid in full by July 10, 2018 or paid 50% by July 10, 2018 and balance by Dec. 10, 2018. *Each additional student may incur tuition charges not to exceed the standard tuition rate (per student) for 1 student. I understand it is necessary for all tuition and fees to be paid up to date in order for my child to receive a report card and participate in school events. Enrollment is not complete until all required forms are properly completed and submitted together.

Signature FINANCIAL RESPONSIBLE Party _____ Date _____

Our Lady of Mount Carmel School
2117 S. Rural Rd. – Tempe, Arizona 85282

CHECKING/ VISA/MASTERCARD/AMEX/DISCOVER ACCOUNT DEBIT AUTHORIZATION
(AKA: SurePay)

Stewardship Family? Yes / No
Family Took Copy of Form via cell phone: Yes/ No

I, _____ (FINANCIAL RESPONSIBLE PARTY), hereby authorize Our Lady of Mount Carmel to initiate debit entries (SurePay) to my Checking/ Visa/ Mastercard/ AMEX/ Discover account in the amount of \$_____ **Fees** (June), \$_____ **Monthly Tuition** (July-April) and **Kids Club** per contract. I hereby attach a voided check or credit card information for these debits and I agree that any remaining balance on my OLMC account after the April 10th SurePay will be taken as a May 10th SurePay. This authority is to remain in effect for the 2018/2019 school year or until Our Lady of Mount Carmel has received written notification from me and we have both come to a mutual agreement to terminate this authorization. Deductions for **Fees & Tuition** will be withdrawn on the **10th of each month (or first business day after the 10th)** and **Kids Club** will be withdrawn on the **25th of each month (or first business day after the 25th)**.

I understand and agree that I am responsible for a \$25 Fee should any funds not be available when my account is debited or charged by credit card (i.e. credit card out of date etc.). It is my responsibility to advise OLMC of any account changes that may affect the availability of funds. This fee of \$25 will be shown on my OLMC statement. Tuition and Kids Club charges past due more than ten business days from the date of SurePay will incur an additional \$25 Late Fee (this fee will be shown on my OLMC statement) unless prior arrangements have been made.

***NOTE:** Any *changes* as regards this **SurePay** (debit authorization) **must be submitted in writing** by the **20th DAY OF THE MONTH** prior to the change going into effect.

Signed,

(Signature of Financially Responsible Party)

Date: _____, 2018

FAMILY Last Name: _____
(Print Clearly)

(Print Clearly Name of Financially Responsible Party)

STUDENT Full Name: _____
(Oldest Student) (Print Clearly)

ATTACH VOIDED CHECK
(Not Deposit Slip)

<or>

Credit Card # _____ Exp. Date _____ Three #'s on back _____
(Visa/Mastercard/AMEX/Discover) (MM/YY) (security #'s)
(DEBIT CARDS NOT ACCEPTED)

Zip Code for Credit Card _____

WE RECOMMEND YOU TAKE A PICTURE OF THIS FORM FOR YOUR FILES