

OLMC 2019-2020 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.

_____ **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: _____

2019-2020 Payment Schedule

<i>Date:</i>	<i>Payment for:</i>	
June 10, 2019	Book/Technology Fee (per student)	\$250.00
	Consolidated Fee (per student)	\$ 65.00
	Kindergarten Surcharge (if applicable per student)	\$100.00
July 10, 2019	Tuition (if chose 100% or 50/50 option: 100% or first 50% is due July 10, 2019)	
July 10, 2019 through April 10, 2020	Tuition (10 monthly payments)	
December 10, 2019	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 SurePaid June 10, 2019)			Total \$	_____

===== (enter on pg 4)

Standard Tuition

Tuition per Student(s):	1=\$6,850	2=\$13,700	3=\$20,550	Total \$
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===== (enter on pg 4)

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

- _____ Pay 100% option - due July 10, 2019
- _____ Pay 50/50 option – 1st 50% due July 10, 2019 and 2nd 50% due by December 10, 2019
- _____ Pay 10 monthly payment option – July 10, 2019 through April 10, 2020
- _____ Stewardship Household (enroll yearly by May 31, 2019)

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 31, 2019 or tuition will be charged effective July 10, 2019.
- _____ 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 = \$6850, 2 = \$13700, 3 = \$20550)	\$< _____ >
Estimated financial assistance from State Tax Organization(STO): _____	\$< _____ >
<YOU MUST LIST THE STO NAMES> (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 2019 through June 2020. 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, 2019 – April 30, 2020)
- _____ 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, 2019 for the 2019/2020 school year.

Our Lady of Mount Carmel School

2117 S. Rural Rd. – Tempe, Arizona 85282

2019-2020 Enrollment Contract

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

PARENT/GUARDIAN

FAMILY

NAME _____ CELL PHONE _____

FINANCIALLY RESPONSIBLE (check here if same as above) _____

Email Address: _____

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 2019)

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	\$6,850.00	\$13,700.00	\$20,550.00
Members of OLMC <or> Members of another Roman Catholic Parish <u>with verification.</u>	\$5,200.00	\$10,000.00	\$14,400.00
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, 2019 or paid 50% by July 10, 2019 and balance by Dec. 10, 2019. *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 2019/2020 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: _____, 2019

(Print Clearly Name of Financially Responsible Party)

FAMILY Last Name: _____
(Print Clearly)

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

ATTACH VOIDED CHECK (Not Deposit Slip) <or>		
Credit Card # _____ (Visa/Mastercard/AMEX/Discover) (DEBIT CARDS NOT ACCEPTED)	Exp. Date _____ (MM/YY)	Three #'s on back _____ (security #'s)
Zip Code for Credit Card _____		

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



The Roman Catholic
Diocese of Phoenix

400 EAST MONROE, PHOENIX, ARIZONA 85004-2336 TELEPHONE (602) 257-0030

January 4, 2019

Dear Catholic School Families,

Greetings – and Happy New Year to each of you!

January is a time when many of our Catholic school families begin planning for the next school year. Open houses, registrations, entrance exams, and paperwork are all part of the process. Of course, this process is well worth it, especially when considering the tremendous benefits of Catholic school education in helping parents to prepare their children to lead successful, rewarding lives and to bring into today's challenging world a living and active faith. This education is rooted in the sacramental life of the Church, which animates and perfects all our academic and formative efforts, and so the active participation of parents in the life of the local parish community is essential to its success. Active participation in parish life takes many forms, including regular Sunday Mass attendance and financial support in the form of regular envelope contributions.

January is also a time when schools prepare for the coming school year, including setting tuition rates. *Many schools offer discounted rates to Registered, Active, Participating members of diocesan parishes. Definitions of registered, active, participating memberships vary by parish; it is up to each individual pastor to decide the policy for his community. For your children to receive the Catholic rate for the 2019-2020 school year, the pastor of your home parish must certify that you are an active member. Please check directly with your pastor if you have any questions about your family's status.*

Thank you for entrusting your children into the care of our Catholic schools. May God's peace and every blessing be yours in abundance throughout this New Year!

Sincerely yours in Christ,

Harry A. Plummer
Superintendent of Schools



The Roman Catholic
Diocese of Phoenix

400 EAST MONROE, PHOENIX, ARIZONA 85004-2336 TELEPHONE (602) 257-0030

4 de enero de 2019

Estimadas familias católicas,

¡Deseándoles un feliz año nuevo a cada uno de ustedes!

En enero es cuando nuestras familias que asisten a escuelas católicas empiezan a planificar el siguiente año escolar. Inician con las jornadas de las puertas abiertas en las escuelas, inscripciones, exámenes y todo el papeleo que es parte del proceso. Sabemos que este proceso vale la pena al considerar los tremendos beneficios de una educación católica que ayuda a los padres a preparar a sus hijos para que lleven una vida prospera y gratificante y poder enfrentar al mundo con una fe viva y activa. Esta educación está arraigada en la vida sacramental de la iglesia, que nos motiva a perfeccionar todo lo académico y nuestro esfuerzo de formación así que la participación de los padres en la vida de su comunidad parroquial es esencial para tener éxito. Una participación continua en la vida parroquial toma diferentes formas, incluye ir misa todos los domingos y apoyar con su sobre de contribución regularmente.

Enero también es cuando las escuelas se preparan para el año escolar entrante, esto incluye el costo de la matriculación. Varias escuelas ofrecen descuentos para feligreses que están registrados y son miembros activos en sus parroquias. La definición de miembros activos y registrados varía por parroquia; esto depende del pastor el decidir la póliza para su comunidad. Para que pueda recibir el costo del año escolar 2019-2020, su párroco tiene que certificar que usted es un miembro activo. Por favor verifique con su párroco para saber el estatus de su familia. Gracias por confiar el cuidado de sus hijos a nuestras escuelas católicas. Que la paz y bendición abunde través de este año nuevo.

Sinceramente con ustedes en Cristo,

Harry A. Plummer
Superintendente de Escuelas