



2011/2012 Enrollment Form

Welcome to Port Catholic! By completing and returning this form you are registering your child(ren) at Port Catholic and giving them the gift of a Catholic education. Please complete this form in its entirety. A non-refundable \$100 registration fee must accompany this registration in order for your child(ren) to be considered registered. Registration for all grades except K4 starts February 2nd. K4 registrations must be completed through the PWSSD. Port Catholic will hold a second Open House on Thursday, February 10th for K4 only.

Please complete this Registration/Intent Form and return to either school office.

Parent Information

First Name _____ Last Name _____
Street _____ City _____ Zip _____
Phone # (H) _____ Phone # (W) _____ Cell # _____
Spouse Name _____ Daytime Phone # _____
Email _____ Parish _____ Envelope No. _____

Please include birth certificate and baptism information for all new students. Any custodial agreements must be on file at school.

Early Childhood Student Information

STUDENT FULL NAME _____ Birth date: _____

You may choose a 2 day option (M-W or T-TH); or a 3 day option (M, W & F or T, TH & F) for Pre-3.

Pre-3 M-W Pre-3 T-TH Pre-3 Friday K4 AM Session K4 PM Session K5 – ½ Day K5 – Full Day

New student only: Place of Baptism _____ Baptism Date _____

STUDENT FULL NAME _____ Birth date: _____

You may choose a 2 day option (M-W or T-TH); or a 3 day option (M, W & F or T, TH & F) for Pre-3.

Pre-3 M-W Pre-3 T-TH Pre-3 Friday K4 AM Session K4 PM Session K5 – ½ Day K5 – Full Day

New student only: Place of Baptism _____ Date of Baptism _____

CHILDCARE

I am interested in childcare for my child(ren) for the following day(s)/hours: _____

Port Catholic Elementary & Middle-School Levels

1. STUDENT FULL NAME _____ 2011/2012 Grade: _____

2. STUDENT FULL NAME _____ 2011/2012 Grade: _____

3. STUDENT FULL NAME _____ 2011/2012 Grade: _____

4. STUDENT FULL NAME _____ 2011/2012 Grade: _____

Special Needs Info.

If your child has special needs, please indicate which child and his/her needs: _____

Registration/Intent Status

- I have enclosed a \$100 non-refundable registration fee to be applied toward my tuition and am now registered.
- I have not included my \$100 registration fee, but am still interested in attending Port Catholic. **I understand that by not including my registration fee, my class request is not guaranteed and my child(ren) are not currently registered.**



2011/2012 Tuition Contract

Family Name: _____

The total cost to educate a child at Port Catholic for the 2011-2012 school year is \$4,400. Tuition is only one part of this cost. Educating a student is funded from three separate sources: tuition (48%), a parish subsidy (32%), and Home & School fundraisers (20%). These percentages are static, but tuition rates may slightly fluctuate each year based on enrollment and parish or non-parish membership. Port Catholic recognizes that choosing a parochial education requires a financial commitment and does its best to keep tuition costs manageable.

Students who are members of St. Mary's, St. Peter's, St. Mary/Lake Church or Immaculate Conception parishes qualify for the parish subsidy, thus reducing the family tuition rate. Rosemary School students qualify for grades beyond the parish school system. Port Catholic offers three different ways to pay student tuition. Families have the option of paying tuition in full or using FACTS, a national tuition management service that allows monthly, quarterly, or semiannual payments. Families may also pay tuition through Port Catholic's Tuition Assistance Program. To further reduce tuition families may participate in Port Catholic's SCRIP program, a national tuition reduction program that allows families to "bank" tuition money with every day purchases.

Parish members are required to provide proof of membership. If you are not currently registered and you wish to qualify for the parish subsidy, you will need to register with one of Port Catholic's affiliated parishes within 30 days from the date which you signed this contract. If this is not done, your family status will revert to non-parishioner status and be subject to non-parishioner tuition.

2011/2012 TUITION RATES

Grade Level	Parish Member Tuition	Non-Parish Member Tuition*
Pre-3 2 Day Option	\$900	\$900
Pre-3 3 Day Option	\$1,300	\$1,300
Pre-Kindergarten (K4)	Supply fee	Supply fee
Half Day Kindergarten (K5)		
First/Oldest Child	\$2,150	\$2,300
Second Child	\$2,150	\$2,300
Third Child	\$875	\$1,075
Full Day K5 – Grade 8		
First/Oldest Child	\$2,770	\$3,560
Second Child	\$2,575	\$3,375
Third Child	\$875	\$1,750
Fourth Child	No Charge	\$875

Non-Refundable Registration Fee

A non-refundable, \$100.00 registration fee per family must accompany this contract in order for your child(ren) to be considered registered. This fee is applied toward tuition. **If the \$100 registration fee is not paid, your child is not registered.** If your child(ren) is enrolled in K4 only, this fee does not apply.

Non-Parish Member Tuition*

*Non-parish member families with students in grades K5-8 will pay the parishioner tuition, plus \$800.00. This amount is the average difference between tuition and revenue received as a result of contributions to the parishes by its members. Half-day K5 tuition rates for non-parish member families is the parish member tuition plus \$150.00.

2011/2012 Tuition Payment Options & Application

ENROLLMENT POLICY

It is the policy of Port Washington Catholic School that no student will be denied the opportunity to receive an education for financial reasons. Families unable to pay tuition are assisted in applying for financial aid through our school's Tuition Assistance Program. Port Washington Catholic School does not discriminate on the basis of race, nationality, ethnic origin, creed or the ability to meet tuition requirements.

TUITION PAYMENT OPTIONS

1. Single Tuition Payment

All single tuition payments are due by **August 15, 2011**. This payment in full is made directly to the school.

2. FACTS Tuition Management Program

All or a portion of your tuition may be paid using FACTS, a national tuition management service for private and faith-based school education. The FACTS program has a flat fee of \$38.00 per family, per year, using automatic withdrawal, by invoice the fee is \$45.00 per family. There is an additional charge if paying by credit card. **There are no interest charges when using FACTS.**

3. Tuition Assistance Program

If you plan to apply for **TUITION ASSISTANCE** please follow the steps indicated in this packet. This process is completely confidential. **This process must be completed by Wednesday, April 27, 2011.**

A. Parish Membership Information

- We are not members of one of Port Catholic's affiliated parishes and agree to pay non-parish member tuition.
- We are not currently members of one of Port Catholic's affiliated parishes. We will be registering within 30 days.
- Yes, we are members of one of Port Catholic's affiliated parishes. Our parish membership information is below.

Your parish or envelope number appears on your church contribution envelope above your name and address. Please enter this number below as proof of parish affiliation.

Family Name

Parish

Envelope No.

B. Student Enrollment Information

I/We are requesting that my/our child(ren) be enrolled at Port Catholic School. Please indicate each student name, grade, and tuition fee for the 2011/2012 school year.

Child 1 Name/Grade _____ Tuition \$ _____

Child 2 Name/Grade _____ Tuition \$ _____

Child 3 Name/Grade _____ Tuition \$ _____

Child 4 Name/Grade _____ Tuition \$ _____

Child 5 Name/Grade _____ Tuition \$ _____

Total \$ _____

2011/2012 FACTS Payment Options/Tuition Agreement

If you are paying your tuition through the FACTS program, please complete Section A, otherwise, go directly to the Tuition Summary/Agreement: Section B.

A. FACTS Tuition Payment Options

- We will pay our **entire tuition invoice** using FACTS tuition management service using the following option/payment schedule:
- We will pay a **portion of our tuition invoice** using FACTS tuition management service and understand that the amount may not be less than \$500.00. We will be paying \$ _____ of our tuition invoice using the following payment option/schedule:

Payment Option/Schedule:

- Payment through FACTS by Automatic Bank Payment.
 Monthly Quarterly Semiannual
If you selected the monthly option, please indicate: 11 or 10 payments
- Payment through FACTS by Invoice.
 Monthly Quarterly Semiannual
If you selected the monthly option, please indicate: 11 or 10 payments
- Payment through FACTS by MasterCard, Discover or American Express card. *There is a "convenience fee" of \$2.50 per \$100.00 charged.*

B. Tuition Summary/Agreement

- | | |
|--|------------------------|
| 1. Total family tuition due (total from page 1) | \$ _____ |
| 2. Less Non-Refundable Registration Fee | \$ - 100.00 |
| 3. Subtract line 2 from line 1 | \$ _____ |
| 4. Loan amount requested through FACTS program, if applicable
(This amount should not be larger than line 3.) | \$ _____ |
| 5. Subtract line 4 from the line 3. | \$ _____ (due 8/15/11) |

I/We understand that I/we must be registered members of St. Mary's, St. Peter of Alcantara, St. Mary/Lake Church, Holy Rosary or Immaculate Conception Parish within 30 days of signing this contract or tuition will revert to non-parishioner status.

Please sign and date.

Parent or Legal Guardian: _____

Spouse: _____ Date: _____

Tuition payment contract due by August 15, 2011.

Please see other side for the Port Washington Catholic School Registration Fee and Tuition Refund Policy #3240

Port Catholic School Registration Fee & Tuition Refund Policy #3240

It is the interest of the Board of Directors that registration fees are non-refundable. Tuition paid shall be refundable in the following cases:

1. If Port Washington Catholic School determines prior to the start of the school year that it cannot accommodate an enrolled student, all tuition payments made will be fully refunded.
2. If, after the start of the school year, Port Washington Catholic School determines that it cannot accommodate a student, paid tuition will be refunded on a pro-rated basis based on the number of school days the student was enrolled.
3. If prior to August 15th, a family withdraws an enrolled student(s), all tuition paid will be fully refunded. If withdrawal occurs after September 1st, 50% of tuition paid will be refunded. If withdrawal occurs after September 15th, 25% of tuition paid will be refunded. If withdrawal occurs after October 1st, no refund will be given.
4. If a family registers a child(ren) at Port Washington Catholic School and then moves out of the school district prior to the start of the school year, tuition paid will be fully refunded. If the move occurs after the start of the school year, a tuition refund will be determined on a pro-rated basis determined by the number of days the student was enrolled. Any tuition payments in excess of this amount will be fully refunded.
5. If a family registers its child(ren) for Port Washington Catholic School and applies for Tuition Assistance and is not eligible, any paid tuition will be fully refunded.

Approved 3/6/89

Amended 3/23/93

Amended 6/11/96

Amended 5/13/98



Student Information Form

Student Profile

Last Name First Name Middle Name

Date of Birth Place of Birth Social Security No.

Grade of Enrollment

Pre-3M-W Pre-3T-TH Pre-3F K4 AM K4 PM K5 Full Day K5 ½ Day

1 2 3 4 5 6 7 8

Kindergarten session requests are filled on a first-come-first-serve basis. A student is not considered registered until the \$100 registration fee is paid.

Has your child been recommended or tested for special education needs or services? Yes No If yes, please explain: _____

Please note any special or allergy information: _____

If you have not already done so, please provide a copy of student's birth certificate.

Student Sacramental Information

Baptism

Date Church City State

Catholic Other: _____

First Reconciliation (Penance)

Date Church City State

First Eucharist

Date Church City State

Parent/Guardian Profile

Last Name First Name Middle Name

Please list any custodial arrangements we should be aware of:

A custody agreement MUST be on file in the school office.



Student Family Profile

Family Information

Student Last Name: _____

_____ Street Address _____ City _____ State _____ Zip Code

_____ Home Phone _____ Home Email Address

_____ Miles from School _____ Parish Affiliation _____ Envelope No.

Father/Guardian

_____ Last Name _____ First Name _____ Middle Name

_____ Company Employed By _____ Occupation

_____ Work Phone _____ Cell Phone _____ Work Email Address (optional)

_____ Religion

Mother/Guardian

_____ Maiden Last Name _____ First Name _____ Middle Name

_____ Company Employed By _____ Occupation

_____ Work Phone _____ Cell Phone _____ Work Email Address (optional)

_____ Religion

Student Sibling Information

First Name Birthdate Grade School if Other than Port Catholic

Alternate Family Information for:

Student Father Mother (if different than above)

_____ Street _____ City _____ State _____ Zip Code

_____ Home Phone _____ Home Email Address

If there is a divorce or legal separation, which parent has legal custody of the child?

Father Mother Joint Custody

Please attach a copy of your child's custody agreement.