



## 2019–2020 ADMISSIONS AND TUITION POLICY

### ADMISSIONS

Our Lady of Sorrows Catholic School admits students **as space allows** based on the following priorities:

- ◇ Students who are currently enrolled at the school and their siblings who qualify
- ◇ Students of families who are participating members of Our Lady of Sorrows Parish
- ◇ Non-parish Catholic students who qualify
- ◇ Non-Catholic students who qualify and agree to the school's religious instruction policy

To re-register for the 2019–2020 school year, currently enrolled families must be current on tuition and fees and must submit the application fee with a signed tuition contract and all other required paperwork by **Friday, January 18, 2019**. Families **must re-register** in order for students to be placed into a class.

Student enrollment will be determined on an individual basis. All kindergarten applicants will be tested. Applicants for grades 1-8 will take a math test, and applicants for grades 1-5 will take a reading test. Additional testing may be required if necessary. Other records may be requested prior to acceptance. Factors to be considered may include parish participation, past scholastic performance, and citizenship records. Applicants may also be asked to shadow a class and be interviewed by administration.

### TUITION

Prepaid tuition is due by **Friday, June 28, 2019**. This option applies to students entering grades K-8.

Tuition also may be divided into ten (10) monthly installments from March through December for all grades, including preschool. **Regular monthly payments must be made starting in March.**

For preschool, no prepaid option is available, and **the first monthly payment is due upon enrollment.**

Sixty percent of tuition must be paid by the first day of school, with the balance due by December 31.

If tuition is not paid according to the payment plan and alternate arrangements have not been made, the student/s will be excluded from classes and removed from the class list.

No student will be admitted to the second semester unless all tuition is paid. Families who owe tuition or fees may not re-register for the following year until all balances are paid in full.

### REFUNDS

The application fee is nontransferable to any other student and not applicable to tuition. It is also nonrefundable unless space is not available and the applicant does not clear the waitlist.

For students who withdraw during the school year voluntarily or at the request of the administration, families will receive a tuition refund for the quarters that the student has not yet started. If the student withdraws at any time during the quarter, the family will be charged the full tuition for that quarter.

If you withdraw from preschool before classes start, your application fee and your first preschool tuition payment are nonrefundable.

Refunds will be processed after the student has withdrawn from the school.