



## GENERAL SCHOOL ADMINISTRATION

### APPLICATION/ RE-REGISTRATION PACKAGE – PARISH SCHOOLS 403

#### Procedure

All Application/Re-registration packages must include the following wording.

1. Parish schools within the Archdiocese service the parish to which the school is affiliated. Each year, the parish subsidizes the school financially to balance the school's budget.
  
2. **APPLICATION/RE-REGISTRATION FEE:**  
An Application/Re-registration Fee per student for every submitted Application/Re-registration is charged. This processing fee is non-refundable. For 20\_\_-20\_\_, the Application/Re-registration Fee is \$XX per student.
  
3. **TUITION RATES:**  
The table below summarizes the school's monthly tuition fee schedule for the 20\_\_ - 20\_\_ school year:

	Category 1 (Parishioner)	Category 2 (Non-Parishioner)	Category 3 (Non-Catholic)
One child*	\$183*	+ \$30* (\$213*)	+ \$90* (\$273*)
Two children	X	+ Y (\$X + Y)	+ Z (\$X + Z)
Three or more children	A	+ B (\$A + B)	+ C (\$A + C)

\* Dollar figures used are for illustration purposes only.

#### 3.1 DEFINITIONS:

Category 1 (Parishioner):

- Member of the parish
- Authorized by the pastor to attend the school

Category 2 (Non-Parishioner – from another Parish):

- Not a member of the parish. Member of another Catholic parish.
- Authorized by your own pastor to attend this school



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Category 3 (Non-Catholic):

- Not a member of any Catholic parish

- 3.2 For the purposes of admission to the school, your family is considered a member of this parish if you are:
- Registered in this parish
  - Regularly attend mass at this parish
  - Use Sunday envelopes (no amount specified) from this parish on a regular basis
  - Participate in the work activities required of you by this parish

#### 4. **PAYMENT TERMS:**

In this section, the local school would detail their own payment terms. For example, a school may have the following insertion:

*Payment Terms: A family chooses one of the following tuition payment plans:*

- a) Ten monthly tuition cheques, post-dated for the 1<sup>st</sup> of each month, September to June.*
- b) One advance payment dated September 1<sup>st</sup>.*
- c) Two advance payments, dated September 1<sup>st</sup> and February 1<sup>st</sup>.*

- 4.1 In this subsequent paragraph, the local school would detail its local policy to collect the non-participation penalty fee. For example, a school might write:

*In order to facilitate the expedient handling of non-participation penalty fees, families are required to submit a set of ten monthly cheques (September to June) for the penalty amount of \$XX per month. If a family fails to meet its participation requirements in any month, the cheque for that month will be immediately deposited. All un-cashed non-participation cheques will be destroyed, or may be picked up by you, at the end of June.*

#### 5. **PARTICIPATION:**

Once your child has been admitted to the school, as an active school community member, you will be required to participate in the various activities of the school, including fundraising. If you do not fulfill these requirements of participation, you will be assessed a penalty fee of \$XX per month. These cheques must be made payable to the school.

- 5.1 In this paragraph, the local school would detail its local policy to collect the non-participation penalty fee. For example, a school might write:  
*In order to facilitate the expedient handling of non-participation penalty*



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*fees, families are required to submit a set of ten monthly cheques (September to June) for the penalty amount of \$XX per month. If a family fails to meet its participation requirements in any month, the cheque for that month will be immediately deposited. All un-cashed non-participation cheques will be destroyed, or may be picked up by you, at the end of June.*

- 6. INSUFFICIENT FUNDS:**  
If a N.S.F. cheque is returned to the school by the bank, an additional charge of \$XX will be levied to the family.
  
- 7. FINANCIAL ASSISTANCE:**  
If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to needy families.

Reference:	Approved: Board of Directors
	Date Approved: December, 2000
Cross-reference:	Date(s) Revised: