



GENERAL SCHOOL ADMINISTRATION

APPLICATION/ RE-REGISTRATION PACKAGE – REGIONAL SCHOOLS 404

Procedure

All Application/Re-registration packages of a regional school must include the following wording.

1. REGIONAL PARISH SUBSIDY TO THE SCHOOL:

All parishes that the regional school serves must contribute financially to support the school's operational costs. The amount of the contribution varies for each of the supporting parishes. To be fair to each parish, the amount given to the school is calculated using a formula that takes into account the number of students attending the regional school from that parish.

1.1 In order for your child to be considered as being a member of a particular parish, your family must:

- Be registered in that parish
- Regularly attend mass at that parish
- Use Sunday envelopes (no amount specified) from that parish on a regular basis
- Participate in the work activities required of you by that parish

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 20__- 20__ school year:

	Category 1 (Parishioner)	Category 2 (Non-Parishioner)	Category 3 (Non-Catholic)
One child*	\$219*	+ \$30* (\$249*)	+ \$90* (\$309*)
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.



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3.1 DEFINITIONS:

Category 1 (Parishioner):

- Member of a parish of the region
- Authorized by your pastor to attend this school

Category 2 (Non-Parishioner – from a Parish outside the region):

- Not a member of one of the regional supporting parishes
- Authorized by your own pastor to attend this school

Category 3 (Non-Catholic):

- Not a member of any Catholic parish

3.2 For the purposes of admission to this high school, your family is considered members of a regional supporting parish if you are:

- Registered in a supporting parish
- Regularly attend mass at that parish
- Use Sunday envelopes (no amount specified) from that parish on a regular basis
- Participate in the work activities required of you by that 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:

- Ten monthly tuition cheques, post-dated for the 1st of each month.*
- One advance payment dated September 1st.*
- Two advance payments, dated September 1st and February 1st.*

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 fees, families are required to submit a set of ten monthly cheques



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(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 your 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
	Date(s) Revised:
Cross-reference:	