

ST. ROSALIE SCHOOL
REGISTRATION INFORMATION
Present Students and Siblings for 2016-2017

Registration Procedure for Present Students

Present students will receive REGISTRATION CARDS on Monday, January 25, 2016. Please fill out the ENTIRE card (FRONT and BACK), check to make sure a parent signs the back of the card and return it to school with the following **fees attached**:

(Do not staple.)

- **Registration Fee (entering Preppies – 7th grade) - \$165.00 for 1 child (\$150.00 registration fee and \$15 family Clarion Herald fee) and (\$150.00 for each additional child) (\$315.00 for 2 children, \$465.00 for 3 children, \$615.00 for 4 children)**
- **Registration fee for Students Entering Hawks' Haven is \$200.00 per student. This fee is non-refundable.**
- **SUBMITTING REGISTRATION INFORMATION:** If you have more than one child attending St. Rosalie, please submit **ONE** check along with **ALL** registration cards to school with **ONE** of your children. **PLEASE MAKE ALL CHECKS PAYABLE TO ST. ROSALIE SCHOOL. (ALL FEES PAID AT THE TIME OF REGISTRATION ARE SET BY THE ARCHDIOCESE AND ARE NON-REFUNDABLE.)**

All cards and fees for present students and siblings are **DUE** in the school office by **9:00 A.M. on Friday, January 29, 2016**, in order to secure enrollment for the upcoming school year.

IF YOUR CARD AND FEES ARE NOT RETURNED BY THIS DATE, YOU WILL HAVE TO GO THROUGH THE NEW STUDENT REGISTRATION PROCESS DURING THE WEEK OF FEBRUARY 22nd – 26th. Please note that classroom spaces are limited and may not be available during new student registration. **IMPORTANT:** Late registration cards WILL NOT be accepted until the week of February 22nd.

Students Not Returning - PLEASE RETURN THE REGISTRATION CARD

If a student is NOT returning to St. Rosalie School for the 2016-2017 school year, please do the following:

Write the student's name and present homeroom on the registration card.

You DO NOT need to fill out the entire card!

Write "**NOT RETURNING**" across the front of the card.

Return the card to your child's teacher by 9:00 A.M. on Friday, January 29, 2016.

Registration Procedure for Siblings of Present Students

If a brother or sister of a present student wishes to enroll at St. Rosalie School, please do the following according to the grade level he/she will be entering:

Hawks' Haven, Preppie, Pre-K, and K Admission – Call or send a note to the office requesting a registration packet. In the note include the following: *child's name, date of birth, grade they will be entering for the 2016-2017 school year, the sibling you would like the packet to be sent home with, and his/her homeroom.*

1st- 7th Grade Admission – Send a note to the office requesting a registration packet. In the note include the following: *child's name, grade they will be entering for the 2016-2017 school year, the sibling you would like the packet to be sent home with, and his/her homeroom*. Attached to the note you must include a completed copy of all of the child's report cards from Kindergarten – Current School Year, and a copy of ALL of his/her standardized test scores from previous school(s). After reviewing the child's records, and if space is available, a packet will be sent home with your child who is presently attending St. Rosalie School. Your packet will not be reviewed unless ALL documentation is submitted.

IMPORTANT: Please begin requesting sibling packets **NOW**. However, **siblings entering K-7th**, note that the packets will not be sent home until the week of registration. You must request a packet no later than 10 A.M. on Friday, January 22, 2016. In order to complete your child's registration, all packets, necessary paperwork, and fees for siblings are due by 9:00 A.M. on Friday, January 29, 2016.

Please see important information on the back of this sheet!

SCHOOL SUPPLY DAY

School Supply day will be held in *AUGUST*. (Please see the annual calendar in May for the dates. This calendar will also be accessible through our school website.)

Attend School Supply day for the following:

St. Rosalie backpacks (mandatory for grades 1-7)

P.E. uniforms – not sold through J&L (mandatory for grades 1-7)

Assignments pads (mandatory for grades 3-7)

Pre-paid school supply packages **MUST** be picked up.

St. Rosalie pencil cases and art bags (Check your child's school supply list.)

Bus routes will be posted. (Bus transportation is not available for Preppie and Pre-K.)

First day of school will be posted. (This will also be published in the church bulletin.)

Class rosters will be posted.

NON-SUPPORT FEE (Applies to Students Entering PK – 7th Grade for the 2016-2017 School Year)

The non-support fee, which is set by the Archdiocese, is \$350.00 per student. This fee is not included in your tuition loan amount and **MUST** be paid in full to the school's finance secretary by all Non-Supporting Catholics and Non-Catholics no later than 2:30pm on Friday, May 6, 2016. If this fee is not paid by the deadline, your child's registration will not be complete and you will be assessed a \$50.00 late fee at the time you pay your non-support fee. **Please note that this fee is NON-REFUNDABLE.**

TUITION PAYMENTS

Please note the delinquent policy, as set by the school board. Anyone not paying tuition by the deadlines listed below will be assessed a late fee along with an additional percentage rate on the outstanding tuition balance:

- 1 to 30 calendar days late - \$50.00 late fee plus a 5% fee
- 31 to 60 calendar days late - \$50.00 late fee plus a 7% fee
- After 60 calendar days - \$50.00 late fee plus a 10% fee

See the policy in the student handbook for more details.

CASH TUITION PAYMENTS: If you are paying your child's tuition in cash, the total amount must be submitted to the financial secretary by 2:30 P.M. on or before Friday, May 6, 2016. Anyone paying in cash after this deadline must pay a **\$50.00 late fee in addition to the delinquent percentage fee**, as stated in the tuition delinquent policy. (See attached delinquent tuition payment chart for dates and late fees.)

BANK FINANCING: If you are financing your child's tuition through *Gulf Coast Bank and Trust*, you **MUST** process your tuition loan online through *Gulf Coast Bank and Trust* by midnight on May 6, 2016 in order to avoid late fees and delinquent fees. All loans must be financed on the Internet. **More information regarding this will be sent out at a later date.**

Internet loan processing deadline- Midnight on Friday, May 6, 2016

Anyone who does not finance their loan on line by midnight on Friday, May 6, 2016 and would like to finance a loan through *Gulf Coast Bank and Trust* must pay a **\$50.00 late fee in addition to the delinquent percentage fee**, as stated in the tuition delinquent policy. The \$50.00 late fee must be paid in cash to the financial secretary before your on line loan will be activated. The loan activation date is used to determine all tuition delinquent fees.

IMPORTANT NOTE: You may not begin processing loans for the 2016-2017 school year until all unique ID numbers are put into the bank computer system. Further information will be sent out when you will be able to begin processing your loans.

EXTENDED CARE/STUDY HALL REGISTRATION

IMPORTANT NOTE: Extended Care/Study Hall Registration Forms will be included in your registration paperwork. Please complete the registration form and submit it to the school office by Friday, January 29th.

All registration information and tuition rates will be available on our Edline Home page and our School Website at the following addresses:

<http://www.edline.net/pages/StRosalieES> or www.strosalieschool.net