

ST. ROSALIE SCHOOL REGISTRATION INFORMATION

Present Students and Siblings for 2019-2020

Registration Procedure for Present Students

Present students will receive registration cards on Tuesday, January 22, 2019. Please fill out the entire card (front and back), 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: \$150.00 registration fee and \$15.00 family Clarion Herald fee plus \$150.00 for each additional child**
 - **\$165.00 for 1 child**
 - **\$315.00 for 2 children**
 - **\$465.00 for 3 children**
 - **\$615.00 for 4 children**
 - **\$200.00 for Hawks' Haven**
- **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 25, 2019**, 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 4th-8th. Please note that classroom spaces are limited and may not be available during new student registration.

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, and Pre-K** – 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 2019-2020 school year, the sibling you would like the packet to be sent home with, and his/her homeroom.*
- **Kindergarten - 7th Grade** – 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 2019-2020 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 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* packets will not be sent home until the week of registration. You must request a packet no later than 10 A.M. on Tuesday, January 22, 2019. 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 25, 2019.

NON-SUPPORT FEE

Non-Support Fees are included in tuition rates for Non-Supporting Catholics and Non-Catholics.

TUITION PAYMENTS

Please be aware of the delinquent policy that was put into effect by the school board. Anyone not paying tuition by the deadlines listed below will be assessed 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

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 3, 2019. 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 3, 2019 in order to avoid late fees and delinquent fees.

Internet loan processing deadline - Midnight on Friday, May 3, 2019

Anyone who does not finance their loan online by midnight on Friday, May 3, 2019 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 online 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 2019-2020 school year until you receive an email with a date to begin processing your loan. (end of March 2019)

EXTENDED CARE/STUDY HALL REGISTRATION: Extended Care/Study Hall registration forms will go home Tuesday, January 22, 2019 and are due back by Friday, January 25, 2019.

Students Not Returning - PLEASE RETURN THE REGISTRATION CARD

If a student is NOT returning to St. Rosalie School for the 2019-2020 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. (**YOU WILL RECEIVE A PHONE CALL IF CARD IS NOT RETURNED.**)
- Return the card to your child's teacher by 9:00 A.M. on Friday, January 25, 2019.

All registration information and tuition rates will be available on our school website at www.strosalieschool.org.