



Dear Prospective Parents and Guardians,

March 1, 2015

Open registration for the 2015-2016 school year is under way, and in order to better serve new families, we have simplified all aspects of the registration process. Please read this letter carefully to understand how to enroll your child in Saint Paul School.

Tuition is all inclusive, there are no other fees, i.e. re-registration fees, general student fees, assessment fees, etc. Only school uniforms, hot lunches and school supplies, are not included in this flat tuition rate.

Please fill out the registration form with your family information and please select a tuition payment plan. The first month's tuition is due upon registration. The remaining tuition can be paid in full by July 1, paid by semester by July 1 and Dec 31 or be billed through FACTS from July to May (see link at stpaulcs.org).

We are happy to introduce a referral program to encourage families to help spread the word about Saint Paul Catholic School. A \$50.00 a month tuition reduction for the 2015-2016 school year will be given to our Saint Paul families when a new family they refer completes the enrollment process. Families may also reduce their tuition cost by purchasing SCRIP cards throughout the school year. The accumulated percentage received from the retailers will be used to reduce the family's May 2016 tuition payment.

As always, we will continue to assist our families who require financial assistance. Please carefully read the Financial Responsibility page enclosed where Financial Aid is discussed.

The Home and School Association (HSA) will again be sponsoring our major fundraisers. The money raised through these fundraisers will go toward program development. The new programs will be tailored specifically to meet the needs of our Saint Paul students. We are examining programs each year to determine what will be the best fit for our students and teachers. Through your continued support of the HSA fundraisers you will have a tremendous impact on the high level of education offered at Saint Paul Catholic School. We are confident our families and friends will continue to support us as we endeavor to offer the highest quality education.

Welcome to Saint Paul School, we are blessed to have you and your family as part of our school community. If you have any questions regarding finances, please feel free to contact Deacon Dave Kierski, Director of Operations, at the church office, 252-638-1984. May we continue to work together to offer our children the very best in Catholic education.

Sincerely,

James A. Anderson
Principal



2015-2016 REGISTRATION FORM

Family Name: _____

Your tuition for the 2015-2016 school year will be: (School Office will fill in amount)

Annual Tuition \$ _____ (includes all fees and assessments)

Monthly Payment \$ _____ (based on 12 equal monthly payments)

We will pay our tuition as follows:

- The remaining eleven (11) months will be paid in full (due July 1, 2015)
- The remaining eleven (11) months in two payments (due July 1, 2015 & January 1, 2016)
- The remaining eleven (11) months in eleven equal payments (July 2015 through May 2016)

We are enrolling the following students:

Name: _____	Grade Entering _____
Name: _____	Grade Entering _____
Name: _____	Grade Entering _____
Name: _____	Grade Entering _____

Tuition Assistance

Please indicate if you will require financial aid.

- We will be requesting tuition assistance.

Families requesting tuition assistance must apply online through FACTS Grant and Aid upon registration. (See link at stpaulcs.org) First months tuition is not discounted. Financial aid will be applied to outstanding tuition payments.

Please sign and date this form indicating you have read and understand the parents' financial responsibility and commitment to the support of Saint Paul Catholic School.

Parent Signature: _____ Date: _____

PLEASE RETURN TO SCHOOL OFFICE



PARENT/GUARDIAN FINANCIAL RESPONSIBILITY 2015-2016 SCHOOL YEAR

Saint Paul Catholic School enrollment is handled through the FACTS Tuition Management Program. This program makes paying tuition hassle-free and convenient for all. FACTS offers a twelve (12) month plan, with the option to pay directly from your bank account, or credit card. This program has enabled the school to improve its regulation of school finances, by creating a cost effective and efficient system. All fees are now inclusive in the FACTS program. These fees are set every year to accommodate changes in the school's operational budget. Visit 'Online.FACTSmgt.com/SignUp' and search for Saint Paul Catholic School by zip code, city, or state. Click on Saint Paul to learn more about the options available to you.

In addition to the above tuition, the minimum expectation is that parents/guardians are responsible for supporting the fundraising endeavors of the School, and the Development Office, as well as the Home and School Association.

Parents/guardians of students in grades 3 Year Old Program through Eighth Grade are asked to volunteer a minimum of thirty (30) hours per year through our School Volunteer Program, which includes lunch duty, recess duty, class helpers, club moderators, supporting/coordinating programs and activities for the school. The School Volunteer Program also encompasses the support of major fundraising events sponsored by the Home and School Association, and Development Office.

Families currently receiving tuition assistance will automatically be granted assistance for the 2015-2016 school year at two-thirds (2/3) the amount being received this school year. Families requesting additional tuition assistance must apply online through FACTS Grant and Aid by March 31, 2015 in order to qualify for any increase in financial aid. They must also appeal to the Director of Operations and the Pastor of Saint Paul Catholic Church.

Parishioner Rate

To be considered a parishioner of Saint Paul Parish you must meet the following criteria:

Be an *active, registered, practicing*, and *contributing* member of Saint Paul Parish.

To be considered *active*, means that you must be *registered* for at least six months and participating in parish life. To be considered *practicing*, means you regularly fulfill your obligation to attend weekly Mass. To be considered *contributing* means that your support must be regular and identifiable through the use of church envelopes or checks.

Families who receive Saint Paul Parish rates do so because the parish supports the school financially.

Tuition Policy

Any family withdrawing in the first fifteen (15) school days of the first semester will be granted a refund (other than their first month's tuition) and have their FACTS tuition payment stopped.

Any family withdrawing after the first fifteen (15) days of school will be required to pay tuition through the end of the first semester.

Any family withdrawing after the end of the first semester will be required to pay tuition through the end of the year.

Parents/guardians must confer with the Director of Operations, and the Pastor of Saint Paul Catholic Church for any exceptions to this financial policy.



St. Paul Catholic School
 3007 Country Club Road
 New Bern, NC 28562
 252-633-0100
 stpaulcs.org

2015-2016 TUITION

St. Paul Parishioner (Must be registered and active member for at least six months) – Students Pre-Kindergarten through Eighth Grade

	2015-016 TUITION	12 PAYMENTS
1 Child	5,700.00	475.00
2 Children	10,560.00	880.00
3 Children	13,200.00	1,100.00
4 Children	14,100.00	1,175.00
5 Children	14,100.00	1,175.00

Non-Parishioner – Students Pre-Kindergarten through Eighth Grade

	2015-2016 TUITION	12 PAYMENTS
1 Child	6,960.00	580.00
2 Children	13,200.00	1,100.00
3 Children	16,440.00	1,370.00
4 Children	17,400.00	1,450.00
5 Children	17,400.00	1,450.00

3 Year Old Tuition Rate

	2015-2016 TUITION	12 PAYMENTS
3 Yr. Old – 3 mornings	3,000.00	250.00
3 Yr. Old – 4 mornings	3,400.00	285.00
3 Yr. Old – 5 mornings	4,320.00	360.00

AGES: A child entering the 3 Year Old Program must be 3 by August 31, 2015
 A child entering the 4 Year Old Program must be 4 by August 31, 2015
 A child entering Kindergarten must be 5 by August 31, 2015

Three and Four year old children MUST be toilet trained

- * School begins at 7:45 AM and ends at 2:50 PM for students in 4 Year through 8th Grade
- ** 3 Year Old Program is from 7:45 AM to 11:50 AM
- *** 3 Year Old students may attend class 3, 4, or 5 mornings a week

**St. Paul Catholic School
3007 Country Club Road
New Bern, NC 28562
stpaulcs.org**

2015-2016 PAYMENT SCHEDULE

Annual Tuition Payment Due (remaining 11 payments): **Wednesday, July 1, 2015**

Semester Tuition Payment Due: **Wednesday, July 1 and Friday, January 1, 2016**

Twelve Monthly Payments through FACTS Tuition Management collection dates:

Registration/1st Month	Registration	December 2015
	July 2015	January 2016
	August 2015	February 2016
	September 2015	March 2016
	October 2015	April 2016
	November 2015	May 2016

Withdrawal Policy:

Any family withdrawing in the first fifteen (15) school days of the first semester will be granted a refund (other than their first month's tuition) or have their FACTS tuition payment stopped.

Any family withdrawing after the first fifteen (15) days of school will be required to pay tuition through the end of the first semester.

Any family withdrawing after the end of the first semester will be required to pay tuition through the end of the year.

Parents/guardians must confer with the Director of Operations, and the Pastor of Saint Paul Catholic Church for any exceptions to this financial policy.

Volunteer Program:

Saint Paul Catholic School strives to foster stewardship by asking each family to volunteer their time and talents. Parental involvement and commitment are important factors which help make our school so successful. Therefore, we ask each family to volunteer a minimum of thirty (30) hours per year through our School Volunteer Program.