

# Registration Form 2016-2017

## Enrollment Agreement for Kindergarten – Grade 8

**Due April 30, 2016**

Complete and Signed Enrollment Agreement  
 Registration payment/authorization of \$350.00  
 Compliance verified as of \_\_\_\_\_  
 Proof of SMART On-line Registration



### HOLY FAMILY CATHOLIC SCHOOL

1945 Coolidge St. SD, CA 92111 \* Tel. (858) 277-0222 \* Fax. (858) 277-0224 \* Email: School@oneholyschool.org \* Website: School.Oneholyschool.org

Family's LAST NAME: \_\_\_\_\_ Holy Family Member# \_\_\_\_\_ / Other Parish: \_\_\_\_\_

### Student(s) to be enrolled in Kindergarten - Grade 8 at Holy Family School for the 2016-2017 School Year

1. Full Name: \_\_\_\_\_ Grade in Fall 2016: \_\_\_\_\_  Returning Student /  New Student
2. Full Name: \_\_\_\_\_ Grade in Fall 2016: \_\_\_\_\_  Returning Student /  New Student
3. Full Name: \_\_\_\_\_ Grade in Fall 2016: \_\_\_\_\_  Returning Student /  New Student
4. Full Name: \_\_\_\_\_ Grade in Fall 2016: \_\_\_\_\_  Returning Student /  New Student

### FINANCIAL COMMITMENT

The financial commitment is comprised of a non-refundable family registration payment, tuition, non-refundable student fee(s), and any applicable grade activity fees and discounts.

**FAMILY REGISTRATION PAYMENT:** In order to secure a position in the 2016-2017 School Year, a non-refundable family registration payment of \$350.00 is due by April 30 2016. Failure to authorize or pay the Registration Payment by April 30, 2016 may result in forfeiture of your student's place in the school.

Registration Payment received on or before	Late Registration Payment for Enrollments received on or before		
4/30/2016	5/31/2016	6/30/2016	7/1/2016 or later
\$350.00	\$375.00	\$400.00	Amount to be determined by Advisory Council

**TUITION:** Each family's tuition obligation is determined based upon number of students enrolled in Kindergarten-Grade 8.

**DISCOUNTS:** Early Payment Discounts and Multi-Student Discounts will be applied where applicable, i.e. early registration.

**ACTIVITY FEES:** Non-refundable activity fees are due with tuition and will be included in your family's total obligation on SMART:

Grade 1	N/A	
Grade 2	\$40.00	Reconciliation and First Communion
Grade 3	N/A	
Grade 4	N/A	
Grade 5	N/A	
Grade 6	\$320.00	6 <sup>th</sup> Grade Camp
Grade 7	\$ 50.00	Brunch
Grade 8	\$175.00	Graduation

Student Fee(s) are due with tuition and will be included in your family's total obligation on SMART.

**PAYMENT DELINQUENCIES, RETURNED PAYMENTS, LATE FEES:** Nonpayment of student fee(s) or tuition when contractually due will result in a late fee, which will automatically be assessed by the SMART billing system.

**ALL TUITION/STUDENT FEE(S) OBLIGATIONS FOR THE 2016/2017 SCHOOL YEAR MUST BE PAID IN FULL BY JUNE 30, 2017.**  
**Students may not be registered for the new school year if there is an outstanding balance.**

## **SMART INCIDENTALS**

I/We, understand that all incidental financial obligations (grade level fees) will be billed to each family via SMART on or about the 1<sup>st</sup> of each month will full payment due by the 1<sup>st</sup> of the following month. Late fees will be assessed for late payments according to the terms of your SMART agreement.

## **VOLUNTEER HOURS PLEDGE**

**VOLUNTEER HOURS:** Every school family must perform volunteer services as listed in the 2016-2017 Parent Handbook. It is each family's responsibility to complete their volunteer hours and record them in the volunteer hour's book in the school office. Each Family's Volunteer Hour Pledge will be as follows: \*30 hours per two parent families/ \*15 hours per single parent family (6 of these hours are to be worked at the Fall Festival). Unfulfilled festival hours will be billed \$25/hour on November 1<sup>st</sup> 2016. Unfulfilled regular hours will be billed \$20/hour on May 1<sup>st</sup> 2017.

## **HOLY FAMILY SCHOOL POLICY AGREEMENT**

We, the faculty and staff of Holy Family, welcome you and your family to our school community. You will find that each of us is firmly committed to the formation of a school community, which will provide an excellent Catholic education for your child.

Belonging to our school community demands the commitment and dedication of the faculty and staff to the educational goals of our school. To support the efforts of the faculty and administration in the implementation and achievement of these goals, it is necessary for each parent to accept and support our efforts.

Similarly, it is necessary for you, as the primary educators of your children, to understand fully your part in the formation of the school community. We ask you, therefore, to read the following agreement and to sign it as an indication of your acceptance of your obligation to the school community.

### **AGREEMENT**

1. We understand that certain responsibilities require our continuous support if the school is to achieve its goals, we freely agree, therefore:
  - a. To participate in the religion program and related activities in order to make the teaching of our Catholic faith a reality in the life of our children.
  - b. To encourage our children to learn by providing an environment suitable for home study.
  - c. To abide by all school and diocesan regulations and policies, and to accept all disciplinary actions, including withdrawal of our children for non-compliance with these regulations and policies. To understand the school policies, we will read and refer to the Parent-Student Handbook.
  - d. To abide by the decision of the principal regarding suitable grade placement and advancement or retention of our children.
  - e. To complete and return all forms and records necessary to comply with school, Diocesan, or state regulations.
  - f. To attend all school meetings to increase school-home communications.
2. We understand that tuition and fees cover only a part of the total cost of educating our children. We freely agree, therefore, to support the school through regular and timely tuition payments, and fees.

#### **We understand that:**

- ✦ Balance on volunteer hours is payable in full on or before May 8<sup>th</sup>
- ✦ Balance on tuition is due on or before May 8<sup>th</sup>
- ✦ Late tuition payments made after your due date will be assessed a late fee per your agreement with SMART.
- ✦ Returned check will be assessed a penalty of \$40

We understand that the Parent-Student Handbook contains the regulations and policies of Holy Family School and we freely agree by them.

### 3. **DELINQUENCY POLICIES:**

- a. If tuition is two (2) months in arrears, your children may be asked to withdraw from Holy Family School.
- b. If tuition has not been paid on the agreed upon date, a letter is sent home with the student informing the parent that tuition is delinquent.
- c. If action is not taken immediately, parents will be contacted by SMART.  
If, non-payment continues, the account will be turned over to the school's collection agency.
- d. No **8<sup>th</sup> grader** will be allowed to participate in any graduation activities or ceremonies until **ALL** financial obligations to the school have been satisfied. Outstanding balances must be paid by **May 8, 2017**. Diplomas and report cards will not be issued.

### 4. **PARISHIONER STATUS:**

We understand that if we are receiving the parishioner rate for tuition, we must consistently participate in the life of the parish through attendance at mass. Our system for tracking your attendance is through your church contribution envelopes, which must be used for you to continue to receive the parishioner tuition rate. The parish office will verify all active parishioners to the bookkeeper who will notify families if their status changes and the non-parishioner rate will apply.

## CHRISTIAN VALUES

I/We, as parents/guardians, recognize our responsibility as primary educators of our children. I/We acknowledge the importance of teaching Christian values by word and example and pledge to:

Maintain a Christian atmosphere in our home by regular family prayer and Sunday worship. We acknowledge our commitment to the Catholic faith and promise to live it to the best of our ability.

Be involved in and support the sacramental program at Holy Family Parish by assisting in the preparation of our children in the program and by attending all First Eucharist and First Reconciliation parent meetings scheduled for the parents of children receiving these Sacraments.

Assist in our child(ren)'s progress toward achievement of the schoolwide learning expectations, i.e. to become an active **Catholic Christian witness, a responsible citizen, a life-long learner, an integrated individual, and a globally aware citizen.**

## MANDATORY MEETING REQUIREMENTS

I/We agree that at least one parent must attend the September grade-level classroom meeting.

I/We agree that new families must attend the New Parents Meeting in the beginning of the school year.

I/We agree that we will attend the Monthly School Mass per grade level.

## SUPPORTIVE POLICY

I/We pledge to cooperate with and support the administration, faculty, staff and general policies set forth by Holy Family School.

I/We recognize that positive and open communication among home, school, and the larger community is in the best interest of the school community and is vital in creating a healthy climate conducive to learning.

## COMPLIANCE POLICY

I/We, the undersigned, do hereby agree to comply with all policies and regulations of the Diocese of San Diego and Holy Family School.

I/We understand that in order to increase the probability of a student's success, all new students are automatically placed on probation for a minimum of two quarters.

I/We have read and agree to abide by all the terms and commitments of this Enrollment Agreement. I/We understand that my/our family's compliance with this agreement will be reviewed annually to determine eligibility for enrollment for the subsequent year. Failure to abide by the terms of this agreement may result in our student(s) not being invited back to the school.

\_\_\_\_\_  
*Father/Guardian Name - Please Print*

\_\_\_\_\_  
*Mother/Guardian Name - Please Print*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Street Address (If Different)*

\_\_\_\_\_  
*City, State & Zip Code*

\_\_\_\_\_  
*City, State & Zip Code (If Different)*

( \_\_\_\_\_ )  
*Primary telephone number including area code*

( \_\_\_\_\_ )  
*Primary telephone number including area code (If Different)*

\_\_\_\_\_  
*Primary e-mail address (please print)*

\_\_\_\_\_  
*Primary e-mail address (please print) (If Different)*

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date



**SMART TUITION**  
Financial Solutions for Schools and Parents™

### AUTHORIZATION OF SMART REGISTRATION PAYMENT

If you are a returning HOLY FAMILY SCHOOL family and have an existing SMART account, you have the option to authorize HOLY FAMILY SCHOOL to charge your SMART account for your \$350 registration payment. By signing below, I authorize HOLY FAMILY SCHOOL to apply the charges above to my SMART Tuition account and I understand the charges will be invoiced by SMART and payment must be made directly to SMART.

\_\_\_\_\_  
Signature / Date

### FOR OFFICE USE ONLY

#### NEW ENROLLMENT MODIFICATIONS:

Registration Payment      Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Student Fee(s)              Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Tuition                        Amount: \_\_\_\_\_ Due Date: \_\_\_\_\_

Service Commitment Modification: \_\_\_\_\_

Card Sales Commitment Modification: \_\_\_\_\_

Approval : \_\_\_\_\_  
Principal / Date

#### PAYMENT RECEIVED WITH AGREEMENT

	Amount	Cash/Ck #
Registration Payment	_____	_____

Late Fee	_____	_____
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Received By: \_\_\_\_\_  
Signature / Date

#### SMART AGREEMENT

<b>SMART:</b>	Re-Enrollment	New Registration
<b>Annual:</b>	ACH      INV	
<b>Monthly:</b>	ACH      INV	10      12
<b>Plan Change Form:</b>	Y      N	<b>QB:</b> Y      N

**SMART TTL:** \_\_\_\_\_ **Finalized:** \_\_\_\_\_