



ST. MARY'S CATHOLIC SCHOOL NEW STUDENT REGISTRATION 2017 - 2018

1101 E. 5th Street, Natchitoches, LA 71457 318-352-8394 • Fax: 318-352-5798 www.smstigers.org

The mission of St. Mary's is to provide religious formation, based on the traditions and teaching of the Catholic Church. Credentialed and caring faculty and staff are dedicated to the promotion of academic excellence, while modeling Catholic Christian values and the teachings and Gospel of Jesus Christ. St. Mary's School admits students of any sex, race, color, national or ethnic origin, and awards all the rights, privileges, programs and activities accorded to any student of the school. St. Mary's does not discriminate on any national, ethnic or religious basis in the administration of the school's educational policies, financial aid, athletics or any school-administered activity. St. Mary's Catholic School is accredited by the Southern Association of Colleges and Schools and is a ministry of the Minor Basilica of the Immaculate Conception Church of Natchitoches. The school's enrollment consists of students in preschool through 12th grade.

NEW STUDENT REGISTRATION

BEGINS APRIL 1, 2017 – Register before May 31 to secure enrollment and avoid wait lists

NEW STUDENT REQUIREMENTS

Required documents provided for each student prior to registration.

- _____ Tuition Worksheet (one per family)
- _____ Registration fee of \$270 per child/non-refundable
- _____ Student Information (per child) with signatures
- _____ Loan Information (if choosing Loan Option)
- _____ Copy of child's Baptismal Certificate – if Catholic
- _____ Copy of social security card per child
- _____ Copy of birth certificate per child
- _____ Up-to-date immunization records with valid expiration date per child
- _____ Discipline Record of each child
- _____ School Records (if transferring) per child
- _____ Separated/divorced parents - latest custody papers
- _____ Consent forms (grades 8 – 12) per child

Acceptance or denial of enrollment will be confirmed by e-mail.

PRESCHOOL AGE REQUIREMENTS

- Students entering Preschool must be toilet trained and 3 or 4-years of age on or before September 30.

KINDERGARTEN AGE REQUIREMENTS

- Students entering Kindergarten must be 5-years of age on or before September 30.

FIRST GRADE AGE REQUIREMENTS

- Students entering first grade must be 6-years of age on or before September 30.



TUITION OPTIONS DEFINED

OPTION EXPLANATION	NEW STUDENTS
<u>Payment in full by check/money-order/credit card</u>	<u>Due by first week of August, 2017</u>
<u>Loan</u> Tuition loans for St. Mary's families are serviced by the Bank of Montgomery of Natchitoches. Each 10-month term loan is financed at 4.53%.	<u>Loan information must be signed at Bank of Montgomery by June 15. Special arrangements are made for new students registering after June 15. Loan information should be brought to the school prior to signing.</u>
<u>Partial payment/Loan Combination</u>	See loan information above. Partial payment must be received prior to signing loan.
<u>½ & ½</u>	<u>1st half due June 15. 2nd half due Jan. 30</u> \$50 fee per child added to 1 st half



ST. MARY'S CATHOLIC SCHOOL REGISTRATION 2017-2018 TUITION DEFINED

PARENTS MAY KEEP THIS PAGE FOR REFERENCE

TUITION SCALE

CATHOLIC STUDENT TUITION		CHILD	NON-CATHOLIC STUDENT TUITION	
Pre 3-Pre 4	K-12 th		Pre 3-Pre 4	K-12 th
\$4,500	\$4,500	1st child	\$5,000	\$5,000
\$4,500	\$4,000	2 nd child	\$5,000	\$4,500
\$4,500	\$3,500	3 rd child	\$5,000	\$4,000
\$4,500	\$3,000	4 th child +	\$5,000	\$3,500

UNIFORMS

All students, Pre4 through 12th grade are required to wear the official St. Mary's uniform. For policy please visit www.smstigers.org. To order on-online visit www.shopcaplans.com – group password: mary (all lowercase)

REGISTRATION FEES

REGISTRATION	AMOUNT	DATE DUE
Returning Students	\$170 per student	Match 1 thru March 31 – After March 31 - \$270
New Students	\$270 per student	begins April 1
Due at time of registration and is NON-REFUNDABLE		

TUITION ASSISTANCE

Assistance with tuition, in the form of partial grants, may be available for qualifying St. Mary's families. Assistance is intended to aid with tuition expenses; however, they do not cover full tuition or any applicable fees.

- Assistance is determined based on documentation submitted by the family through Tuition Assistance Data Services (www.tads.com). The family applying for assistance, through this third-party service, is responsible for submission of all information.
- Funds for this assistance are limited; therefore, all applications must be submitted to TADS no later than **MAY 1, of each year.**
- Families must re-apply for assistance each year.

For more information concerning tuition assistance please contact the Registrar.

EXPLANATION OF REQUIRED FEES

FEE	AMOUNT	WHO PAYS THIS FEE?	PURPOSE OF FEE
Building Maintenance	\$500	Per FAMILY	For major building repairs and emergencies – surplus put in savings for capital outlay
Security	\$160	Per FAMILY	Security of campus including full-time School Resource Officer, campus security technology
Yearbook	\$50	Per FAMILY	School's annual yearbook
Supply	\$50	Pre3 - 6 th grade Per STUDENT	Basic supplies for each classroom purchased by the school. 7 – 12 purchase own supplies
Technology	\$175	Per STUDENT	All instructional technology of the school
Student Athletic	\$75	Per STUDENT	Allows admittance to all home regular season sporting events (no playoffs or jamborees)
Diocesan Assessment	\$30	Per STUDENT	Mandatory assessment of Diocese for Catholic Schools Office – based on number of students enrolled
Diocesan Insurance	\$35	Per STUDENT	Mandatory accident insurance assessed by Diocese of Alexandria for each student
Testing	\$35	3 rd -9 th grade	Testing associated with ACT Aspire
	\$55	10 th grade	Testing for ACT Aspire and PSAT Exam
	\$20	11 th grade	PSAT Exam
Senior/Graduation	\$200	12 th grade	Graduation/Baccalaureate expenses – cap & gown, flowers, diploma/cover, etc.



ST. MARY'S CATHOLIC SCHOOL REGISTRATION 2017 - 2018 TUITION WORKSHEET

FAMILY NAME _____ CHECK ONE: ___ Catholic Student ___ Non-Catholic Student

Last Name (responsible for tuition) _____ First Name _____ Email _____

REGISTRATION FEE: \$ _____ Ck# _____ DATE: _____

\$270 Registration Fee per child.

TUITION SCALE				
CATHOLIC STUDENT TUITION		CHILD	NON-CATHOLIC STUDENT TUITION	
Pre 3-Pre 4	K-12 th		Pre 3-Pre 4	K-12 th
\$4,500	\$4,500	1 st	\$5,000	\$5,000
\$4,500	\$4,000	2 nd	\$5,000	\$4,500
\$4,500	\$3,500	3 rd	\$5,000	\$4,000
\$4,500	\$3,000	4 th +	\$5,000	\$3,500

TUITION/FEE CALCULATOR			
	CHILDREN'S NAMES Oldest to Youngest	2017/18 GRADE	TUITION
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
TOTAL TUITION			\$

FEES		PER FAMILY
\$500 BUILDING FEE	1 FFE PER FMLY	\$500.00
\$160 SECURITY FEE	1 FFE PER FMLY	\$160.00
\$50 YEARBOOK FEE More than 1 may be ordered	X _____	\$
\$50 SUPPLY FEE Per child Pre3 - 6 th	X _____	\$
\$175 TECHNOLOGY FEE Per child	X _____	\$
\$75 STUDENT ATHLETIC FEE Per child	X _____	\$
\$30 DIOCESAN ASSESSMENT Per child	X _____	\$
\$35 DIOCESAN INSURANCE Per child	X _____	\$
\$35 TESTING FEE 3 rd -9 th grade	X _____	\$
\$55 TESTING FEE 10 th grade	X _____	\$
\$20 TESTING FEE 11 th grade	X _____	\$
\$200 GRADUATION FEE 12 th grade	X _____	\$
TOTAL FEES		\$
TOTAL TUITION AND FEES		\$

OPTION SELECTION CIRCLE one

#1	Full payment DUE JUNE 15 TH	Ck# \$ Date:
#2	Loan SIGNED by JUNE 15 th	Date Signed \$
#3	Check/Loan Combination Partial payment DUE MAY 16 Loan Signed by JUNE 15 TH	Ck# \$ Date:
#4	1/2 and 1/2 1 st half due June 15 2 nd half due Jan. 30 \$50 fee per child added to 1 st half	Ck# \$ Date: Ck# \$ Date:



**STUDENT INFORMATION
COMPLETE ONE FOR EACH CHILD
PLEASE PRINT ALL INFORMATION**

STUDENT NAME: (As listed on Birth Certificate)

_____ GENDER: M F
Last First Middle

2017/2018 Grade: _____ Date of Birth: _____ Social Security #: _____ Student's Cell: (____) _____

Student's Race: (only 1) American Indian Asian Black White Student's Ethnicity: Hispanic Non-Hispanic

Parent's Marital Status: Married Separated Divorced Mom Remarried Dad Remarried

Student lives with: both parents (married) Mother (custody/domiciliary parent) Father (custody/domiciliary parent)

both parents (joint custody) other _____

COPY OF LATEST CUSTODY DOCUMENTATION MUST BE ATTACHED

Physical Address: _____
Street City State Zip

Mailing Address: _____
 (If different) Street/ PO Box City State Zip

+++++
MOTHER/GUARDIAN Information _____ **If SMS Alumni/Grad Year** _____
Last First Maiden

Cell: (____) _____ Home Phone: _____ Email: _____

Mailing Address: _____
Street/ PO Box City State Zip

Place of Employment: _____
Business Name Phone Position Business Phone

Relationship (if other than biological Mother) _____

FATHER/GUARDIAN Information _____ **If SMS Alumni/Grad Year** _____
Last First Middle

Cell: (____) _____ Home Phone: _____ Email: _____

Mailing Address: _____
Street/ PO Box City State Zip

Place of Employment: _____
Business Name Phone Position Business Phone



Relationship (if other than biological Father) _____

STUDENT INFORMATION COMPLETE ONE FOR EACH CHILD

PLEASE PRINT ALL INFORMATION

STEP-MOTHER INFORMATION: _____ Information/child released? Yes No
Last First Maiden

Cell#: (____) _____ List number for automated school calls? Y N Email: _____

STEP-FATHER INFORMATION: _____ Information/child released? Yes No
Last First

Cell#: (____) _____ List number for automated school calls? Y N Email: _____

RELEASE INFORMATION: List those persons that you give permission to pick-up your child from school.

Name	Cell #	Relationship

ALL PARENTS MUST READ AND SIGN ACKNOWLEDGING THEY HAVE READ AND UNDERSTAND THIS PASSAGE:

Has this student ever had any educational or psychological evaluation? Yes No if yes, by whom: _____

DOCUMENTATION MUST BE PROVIDED TO SCHOOL

Date of evaluation: _____ If diagnosis provided please explain: _____

Has student ever received Special Education services? Yes No If yes, describe: _____

Does the student have an existing IEP? Yes No Medication prescribed: _____

Ever been classified as "504"? Yes No If yes, a copy must be provided to St. Mary's.

Those undersigned, that represent that they are the parents and/or legal guardians of this child/student, acknowledge that St. Mary's Catholic School:

- Does not provide special education services or facilities
- Does not perform educational or behavioral evaluations
- Will make reasonable adjustments within the school's education program to attempt to accommodate special adjustments
- All adjustments are within the sole discretion of the school
- Reserves the right to determine, that even with reasonable accommodations, that satisfactory progress of the student has not been achieved and that the child would be better served in a more appropriate learning environment. .

I HAVE READ AND UNDERSTAND THE STATEMENT REGARDING STUDENTS WITH SPECIAL NEEDS.

Signature of Parent or Legal Guardian

Printed Name of Parent or Legal Guardian

Date



ST. MARY'S CATHOLIC SCHOOL
TUITION LOAN INFORMATION
(Completion is necessary if Option 2 or 3 is chosen for payment of tuition)

- Loan information must be signed and received by St. Mary's by June 15, 2017. Failure to pay tuition, or to sign the pre-arranged installment loan program papers by June 15th will result in a penalty of \$250 per returning student.
- Monthly loan payments are automatically withdrawn on the 15th of each month, with the first payment due July 15, 2017, and the last due April 15, 2018.
- \$25 Processing Fee (check made payable to BOM) must be attached to this form for processing

PLEASE PRINT ALL INFORMATION

REQUESTING LOAN _____
Last First Middle (Maiden)

SSN: _____ DOB: _____ CELL #: _____

MAILING ADDRESS: _____
Street City State Zip

PHYSICAL ADDRESS: _____
Street City State Zip

DRIVER'S LICENSE #: _____ STATE: _____ ISSUE DATE: _____ EXP DATE: _____

WORK PHONE: _____ HOME/CELL PHONE: _____

EMAIL ADDRESS: _____

+++++
ATTACH COPY OF:

- VOIDED CHECK
- DRIVER'S LICENSE

Automated withdrawals made from established bank account:

Name of Bank: _____

Routing Number: _____ Account Number: _____

FOR OFFICE USE ONLY

Date Received by SMS _____ Date Faxed to bank: _____ Term: _____ Loan Amount: \$ _____

Check made payable to BOM - \$25 processing fee must be attached: Ck# _____

LOANS WILL NOT BE PROCESSED WITHOUT THIS FEE

ST. MARY'S CATHOLIC SCHOOL

PUBLIC RELATIONS/IMAGE CONSENT

All St. Mary's official websites and Facebook pages are venues for official school business and approved student organizations, athletic teams and clubs. All are maintained and monitored by the Technology Officer and administrators. All postings are official school related articles, events, pictures, etc. of approved student organizations, athletic teams and clubs. All press releases, news articles, advertisements and marketing must be approved by the administration. St. Mary's provides frequent media communications and images for release to include, but not limited to the following:

- *The Church Today* Catholic newspaper
- *The Natchitoches Times*
- St. Mary's Facebook Page
- St. Mary's Alumni Facebook Page
- St. Mary's Tiger Athletic Association Facebook Page
- St. Mary's Tiger Pride Facebook Page
- School's official website – www.smstigers.org
- Tiger Athletic Association official website – www.smstigerstaa.com
- The school's yearbook
- Individual school pictures
- Individual school IDs
- Class pictures
- Church activities
- Awards days
- Religious events

Rights Waiver Disclosure

St. Mary's utilizes images of students for promotional purposes. These promotional materials may or may not be used for internal, diocesan, community and/or national publications that promote the mission of the Minor Basilica of the Immaculate Conception. Images may include, but are not limited to those listed above. By signing this consent, parents' provide their permission for the use of their child's image for the purposes of promotion by St. Mary's.

Guardian's Signature		Guardian's Printed Name	Date
Student's Name	Grade	Student's Name	Grade
Student's Name	Grade	Student's Name	Grade
Student's Name	Grade	Student's Name	Grade



ST. MARY'S CATHOLIC SCHOOL

2017-2018 Registration Packet Addendum

FAMILY NAME: _____
(LIST ALL STUDENTS' NAMES)

PARENT NAME: _____
ENROLLMENT

St. Mary's Catholic School administration reserves the right to deny enrollment of any child due to parental non-compliance of rules or misrepresentation of child or family information (i.e. age, health information, past academic records, church affiliation). Admission may be denied if student needs cannot be properly served. Denial of enrollment or enrollment termination may occur when class size does not allow for proper placement of a student, if there is a need for highly specialized counseling or treatment, or if a student's discipline record indicates a disruptive pattern. Present or prior enrollment at St. Mary's is not an automatic assurance of continued admission.

PLEASE INITIAL _____

TUITION AND FEES

The fiscal operations of St. Mary's Catholic School is dependent on student enrollment and associated tuition. REGARDLESS OF OPTION CHOSEN, FULL-TUITION PAYMENT IS EXPECTED – DEBT MUST BE PAID IN FULL REGARDLESS OF MY CHILD'S ENROLLMENT.

PLEASE INITIAL _____

I understand that a \$250 fee will be applied if tuition is paid after the due date.

PLEASE INITIAL _____

TUITION REFUND POLICY

If a student attends at least one day of school of any academic year, school policy states that no refund is provided.

PLEASE INITIAL _____

STUDENT EMAIL

I acknowledge that my child (1st through 12th) will be issued a school email address through the domain @smstigers.org.

PLEASE INITIAL _____

INVOICES

I understand that all Tuition, After School Care and School Store invoices are emailed.

PLEASE INITIAL _____



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