

ADMISSIONS POLICY FOR THE 2010/2011 SCHOOL YEAR

St. Pius X School ("St. Pius") is committed to quality education within a Catholic, Christ-centered environment. Consistent with this commitment, the Administration along with the St. Pius School Advisory Committee has established an admission policy, which fosters family involvement in the parish.

St. Pius does not discriminate against students in admission or participation in any school program or activity on the basis of race, ethnic origin, sex or handicap which is unrelated to the student's ability to utilize and benefit from the educational opportunities, programs and facilities offered by the school. The school shall request all appropriate records and comply with state laws with regards to admissions including entry age.

Students requiring special support services will be considered on an individual basis and must be able to perform in a regular classroom. Their status will be reviewed quarterly by the school administrator. The Administrator reserves the right to deny admission to any new or returning student, whose needs the school does not have the resources and ability to meet, or whose parents are motivated by concerns not consistent with the goals of the school or the policies of the Archdiocese of Detroit.

NEW STUDENTS

For students entering K-8 the following items need to be presented at the time of registration:

- Completed Registration form along with payment of the registration fee
- For in-Parish rates, the completed Parish registration form
- Completed and signed Financial Contract
- Automatic Direct Payment Authorization form, if applicable
- St. Pius Referral Form, if applicable

All parents/guardians of 7th and 8th grade prospective student(s) must arrange a meeting with the principal prior to enrollment.

The following items must be received by the school office prior to the first day of school to complete the enrollment process:

- Baptismal certificate with seal
- Birth Certificate
- Health information with up to date physical-verified immunization records (*See Immunization section*)
- The signed *Transfer of Records* form, which authorizes St. Pius to obtain the school records from the previously attended school or a copy of the student's latest report card with the final grades and attendance, copies of any standardized test scores and/or special support service evaluation reports, must be provided by the first day of school.

Families who have outstanding accounts at previous schools will not be accepted at St. Pius until full restitution has been made at the former school.

A child entering the school must comply with the following:

- **Preschool:**
 - Preschool 3-year old – be three years of age by December 1 of the same year
 - Preschool 4-year old – be four years of age by December 1 of the same year
 - Be fully potty-trained
 - Submit an Immunization form certified by a health care organization or a physician on the first day of school
- **Kindergarten:**
 - Be five years of age by December 1 of the same year
- **First Grade**
 - Be six years of age by December 1 of the same year

RETURNING STUDENTS

All students must re-register each year. Payment of all outstanding tuition and fees for the current academic year is required before a student may register for the new academic year.

The following items must be presented at the time of registration:

- Completed Registration form along with payment of the registration fee
- Completed & signed Financial Contract
- Automatic Payment Authorization form, if applicable

IMMUNIZATION

All students shall comply with the State of Michigan required Immunization and Health Laws prior to admission. A Health Appraisal Form must be completed and certified by a health care organization or a physician before the first day of school. Should the parents of a student choose not to have him/her immunized, a waiver must be signed by the parents and kept on file in the school office. For current requirements, parents may visit the State of Michigan website at www.mich.gov.

TERMS OF CUSTODY

St. Pius requires that divorced or separated parents file a court certified copy of the custody order for their children with the school office. The school will abide by the individual rulings in each case. If there is any change in custody arrangements, a copy of the order must be filed with the school.

TUITION AND TUITION POLICY

We are grateful to you as parents for the sacrifice you make to send your children to this school. The tuition rates are based on the cost it takes to provide each student with a quality education at an affordable cost. However, it is important to emphasize that tuition alone does not cover the cost of educating your child(ren) for a school year. St. Pius X Parish contributes a substantial subsidy for each student to help offset the cost of their education. It is our commitment to you to continue providing quality education and fiscal responsibility.

To receive in-parish tuition rates, a family must be a registered member of the parish and participate spiritually, share their time, talents and make regular contributions to the collection throughout the year. It is suggested that families should contribute a minimum of \$12.00 per week or \$624.00 annually, or they must meet the financial hardship criteria as established by the Business Office and approved by the Parish Office. The in-parish status of each family will be verified annually. Families not fulfilling their parish commitment may be assessed non-parish rates.

TUITION ASSISTANCE

If you are concerned about financial costs the Archdiocese of Detroit offers several options to assist families in meeting tuition needs (i.e., Archdiocese of Detroit – Grades 1 – 8), Education for a Brighter Future (Grades K – 8). Information and applications for the upcoming academic year are now available for download by clicking on the **Tuition Assistance** link on the **Catholic School Page** at www.aodonline.org. Hard copies are also available in the St. Pius School and Business offices.



Introducing Referral Program

St. Pius encourages school families to talk to their friends, family members, and neighbors to let them know why they have chosen St. Pius School. In return for their positive PR about St. Pius, we are offering a referral program for the 2010/2011 school year!

The new family must fill out a referral form and list the St. Pius family name as being instrumental in their decision to attend St. Pius. The new family must complete all the enrollment forms, pay the registration fee for the upcoming school year, attend the full first semester and be in attendance at the beginning of the second semester. Referral credits will be posted in February 2011 to the referring family's tuition account. Credits can be used in the current year or carried over to the following year.

Referral tuition credits per new family:

- Full-day K through 8th Grade: \$300.00 credited to current tuition account or next year's tuition
- ½-Day K and Preschool: \$50.00 credited to current tuition account or next year's tuition
- Credits are issued based on new family not the number of new children
- Referral credits will be paid directly to the referring family's St. Pius tuition account
- Referral credits are not redeemable for cash payment
- Referral credits are non-transferable to other schools
- The referral family may designate another St. Pius family to receive their referral credits

The Referral Program is for the 2010/2011 school year ONLY. At the end of the 2010/2011 school year the program will be reviewed and evaluated to determine if it will be offered in future years.

We hope you'll take advantage of the referral program. If it's successful, it will benefit all of us at St. Pius.

FESTIVAL HOURS

St. Pius X holds its Annual Parish Fall Festival over the Labor Day weekend. The school sponsors grade level booths that are staffed by school personnel and school parents. All families with students enrolled in K – 8th grades are expected to participate in 6 hours of service during the parish festival. Those families who cannot participate in service time and/or did not complete their full six hours of service will be invoiced in October a \$200.00 festival fee. This fee will be assessed to their tuition account.

VOLUNTEER VOUCHERS

Dedication of school volunteers is greatly appreciated by staff and students. Parents/Grandparents/Legal Guardians are encouraged to assist with classroom parties, activities, special projects, field trips, preparation of classroom materials, or in many other ways. To reward these generous donations of time and talents, St. Pius families with students in K- 8 grades can earn Volunteer Vouchers equal to \$10.00 per hour up to a maximum of 10 or \$100.00, which will be credited to their tuition account or may be applied to the next year's tuition. These vouchers are not redeemable for cash or transferable to another school. Vouchers must be completed and submitted to the School Office.

TUITION AND FEES FOR THE 2010/2011 SCHOOL YEAR
ELEMENTARY & MIDDLE SCHOOLS (Grades K – 8)

ELEMENTARY & MIDDLE SCHOOLS REGISTRATION – Registration begins January 31, 2010.

All families must re-register their child(ren) each year. A deposit at the time of registration is required for a valid registration. There are no refunds. Before families may register, they must have paid in full their prior year’s tuition account and any other amounts due to the school and/or parish.

A non-refundable and non-transferable fee is due at the time of registration:

\$150/family by March 31, 2010

\$175/family by April 30, 2010

\$200/family after April 30, 2010

ELEMENTARY & MIDDLE SCHOOLS TUITION RATES



GRADES: 1 – 8 Kindergarten (Full-Day)	IN-PARISH RATES:	NON-PARISH RATES:
1 Child	\$3,525	\$4,550
2 Children	\$5,175	\$6,900
3 Children	\$6,325	\$8,475
4+ Children	\$7,050	\$9,200

GRADES: 1 – 8 Kindergarten (1/2-Day)	IN-PARISH RATES:	NON-PARISH RATES:
1 Child	\$2,425	\$3,150
2 Children	\$4,525	\$5,900
3 Children	\$5,875	\$7,950
4+ Children	\$6,600	\$8,800

ST. PIUS BUS FEES (Full-Day K – 8):

One Way \$350/Family

Round Trip \$550/Family



ELEMENTARY & MIDDLE SCHOOLS TUITION PAYMENT TERMS

In order for the school and parish to meet our financial obligations, it is imperative that our families fulfill their financial commitments by the published deadlines. **All tuition and bus fee payments are due on the 1st of the month.**

This year, we are offering five payment options:

- **OPTION #1 – Payment in Full by May 28, 2010 – Deduct \$150.00 from the above tuition rate**
- **OPTION #2 – Two payments: June and December**
- **OPTION #3 – Quarterly payments: June, September, December and March (ACH* Available)**
- **OPTION #4 – 9 Monthly Payments: June, July, August, September, October, November, January, February, March – no-payment due in December (ACH* Available)**
- **OPTION #5 ACH ONLY – 12 Monthly Payments: Beginning in April 2010 through March 2011**

** **ACH (Automatic Direct Payment):** Tuition/bus fee payments utilizing ACH will be automatically deducted from your account on the 1st of each month according to the above schedule. (If the 1st falls on a weekend, funds will be deducted the first banking day following the 1st.) Requests to modify ACH schedule dates or to cancel, if Option #5 was selected, will not be accepted. Changes to ACH account information must be submitted in writing at least 21 days prior to an ACH withdrawal date. If choosing to pay by electronic payment (ACH), please fill out the Elementary/Middle School ACH Authorization Agreement Form.*

TUITION AND FEES FOR THE 2010/2011 SCHOOL YEAR LATCHKEY PROGRAM

In order to better serve the needs of our St. Pius School families, we offer a Latchkey Program. This program is designed to provide a safe, caring atmosphere for children where they can enjoy activities, do homework, relax and enjoy friends. Latchkey hours are 7:00 AM – to the beginning of school and after school 3:10 PM to 6:00 PM. For more details contact the school office.

- \$25.00 non-refundable registration fee due at time of registration
- Tuition rate of \$2.50 per hour
- Tuition is payable every two weeks. Amounts will be given to families on Mondays and payments are due back on Fridays
- Late Payment Fee: A \$5.00 late payment fee per incident will be added to family accounts for payments not received by the due date

TUITION AND FEES FOR THE 2010/2011 SCHOOL YEAR PRESCHOOL (3 & 4 YEAR OLDS)

PRESCHOOL FEES

- \$50.00 non-refundable registration fee due at time of registration
- A \$100.00 annual Preschool Fee for supplies, etc. – \$50.00 payable at the beginning of school and \$50.00 is due with the January tuition payment.

PRESCHOOL TUITION RATES

<u>3 YEAR OLD</u>	<u>4 YEAR OLD</u>
\$130.00 MONTHLY	\$150.00 MONTHLY
Must be 3 by December 1 and <u>potty trained</u> Tuesdays and Thursdays Morning Session: 8:00 – 11:00 AM Afternoon Session: 12:00 – 3:00 PM	Must be 4 by December 1 and <u>potty trained</u> Mondays, Wednesdays and Fridays Morning Session: 8:00 – 11:00 AM Afternoon Session: 12:00 – 3:00 PM

**In-Parish/Non-Parish status does not apply to Preschool tuition rates.*

PRESCHOOL TUITION PAYMENT TERMS

In order for the school and parish to meet our financial obligations, it is imperative that our families fulfill their financial commitments by the published deadlines.

- **9 monthly payments (September through May)** due on the **1st of every month** (ACH – automatic electronic payment available)

CLASS SIZE

- Class size is capped at 20 students per session
- Sessions may be combined dependent on final enrollment numbers. Families will be notified should this occur.

REFUND OF PRESCHOOL TUITION

- If a child attends any part of a month, the tuition for that month is due in full
- Payment in full discounts do not apply to Preschool tuition

PAYMENT METHODS:

- **Payment accepted in cash, check, Money Order or by ACH.** Checks and Money Orders should be made payable to: **St. Pius X**
- Tuition and bus fee payments may be made by **mail, in person at the Business Office** or **placed in one of the locked boxes located outside the School Administrative Office or the Parish Office.** During the summer months, payments should be mailed to the Business Office, placed in the Sunday collection basket or placed in the locked box outside the Parish Office door. Please make sure your payment is clearly labeled "School Tuition"
- **Advance tuition** and fee payments will be accepted at any time during the month
- **Families who incur an unplanned interruption of income** (i.e., loss of employment, death of spouse, extended illness/disability or other uncontrollable emergencies) resulting in difficulty meeting the terms of their signed Tuition Agreement, **must contact the Parish Bookkeeper within the same month** as the problem occurs to work out a resolution. (734) 285-1100

TUITION CREDITS:

Credit balances (i.e., SCRIP, Meijer, volunteer vouchers, referral credits, etc.) may be applied to the current year family account balance or will be carried over to the following year and deducted from the full tuition owing prior to calculating payments. Under no circumstances will credit balances be issued to other schools or refunded for cash. Future tuition assistance payments, once verified, will be deducted from the total tuition owing and the remaining monthly payments adjusted.

ADDITIONAL FEES:

- **Late Payment Fee:** A \$25.00 late payment fee per incident for each payment month delinquent will be added to family accounts for payments not received by the due date
- **Returned Check Fee:** A \$25.00 NSF fee will be added to family accounts when checks and/or ACH payments are returned due to "non-sufficient funds." In the cases of non-sufficient fund incidents, families will be expected to bring cash for the amount of the payment plus the NSF Fee to the Business Office within 10 days of notification. If a family has two incidents within one school year, the family will be asked to pay in 'cash' all future payments

DELINQUENT ACCOUNTS: St. Pius will make every attempt to work out different terms for families who experience unexpected changes to their family situations. The St. Pius Bookkeeper must be contacted prior to an account reaching a delinquent status.

If suitable arrangements have not been made with the Bookkeeper, a tuition account will be considered 'delinquent' when a family misses two consecutive tuition payments, has an outstanding tuition balance at the time of finals, and/or leaves St. Pius with tuition owing.

If a student's tuition is routinely not paid, or not paid on time, the Business Office reserves the right to:

- Assess late fees
- Withhold report cards and/or academic records, remove access to online progress reports, deny release of diplomas and/or transcripts until all tuition/fees have been paid in full
- Not seat a student at the beginning of the year or any succeeding semester until all fees and tuition payments owed have been satisfied with the Business Office
- Disallow participation in sports, other school and/or class activities including grade trips, field trips, etc.
- Withdraw the student from school
- Use a collection agency or file a claim in Court for all unpaid tuition and fees

REFUND OF TUITION AND BUS FEES:

- If a student is enrolled for any part of the school quarter, the tuition for that quarter is due in full
- If the student leaves the school, any tuition paid beyond will be refunded based on the schedule below
- A fee of \$500 for workbooks, technology, etc. is non-refundable and will be deducted from the refund amount
- A parent must request a refund of tuition and/or bus fees in a letter addressed to the Business Office. The hand-delivered receipt date or the postmark will be the date used to determine refunds

<u>Date</u>	<u>Percentage</u>
Up to September 10, 2010	75% prepaid tuition* & bus fees
September 11 – December 17, 2010	50% prepaid tuition* & bus fees
After December 18, 2010	No Refund

*(*Minus a \$500 Fee for workbooks, technology, etc.)*

SCHOOL OFFICE CALLS

Questions related to the Admission Policy should be directed to the St. Pius school office. The school office is open from 7:45 AM until 3:30 PM, Monday through Friday during the school year when students are in attendance. Telephone messages and personal visitations will be handled during these hours. Voice mail is available for calls received after these hours.

During the summer, the school office is not always staffed. Please leave a voice mail message or e-mail: mseward@saintpius-x.org. You will receive a response as soon as possible.

BUSINESS OFFICE CALLS

Questions related to the Tuition and Tuition Policy should be directed to the St. Pius Business Office. The business office is open from 7:00 AM until 3:30 PM, Tuesday through Friday during the school year when students are in attendance unless otherwise posted.

Telephone messages and personal visitations will be handled during these hours.

During the summer, the Bookkeeper will be in the office on Tuesday through Thursday from 8:00 AM – 3:00 PM and on Fridays from 8:00 AM until noon. However, the Business Office and Bookkeeper may adopt abbreviated hours or be closed for vacations. Please call 734-285-1100 prior to making a trip to the office to ensure someone is available. You may also e-mail: ngalleher@saintpius-x.org with questions. You will receive a response as soon as possible.