



# ST. FRANCIS CATHOLIC SCHOOL

## Application Procedure and Admission Policy

2018 - 2019

### NON-DISCRIMINATORY POLICY

St. Francis Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

### APPLICATION FOR ADMISSION PROCEDURE

1. **Application for Admission:** Applications must be completed in full and submitted to the school registrar.
2. **Registration Fee:** A Registration Fee of \$100.00 per child is due when the application is submitted. This fee covers administrative costs, is non-refundable and does not, in the case of acceptance, apply toward tuition.
3. **Records Transfer Request Form:** A Records Transfer Request Form must be signed by a Parent/Guardian for any student applying for grades one through eight. This form will be faxed to the school that the student was previously enrolled in.
4. **Parish Verification Form:** To be eligible for the "Parishioner Rate" the parent(s) of the student(s) must be active parishioners of St. Francis by the Sea and/or Holy Family Catholic Church. The active parishioner status will be verified with a completed Parish Verification Form at the time of initial acceptance.
5. **Birth Certificate:** A copy of the child's birth certificate must be provided.
6. **Baptism Certificate:** (Catholic Only) A copy of a Baptism Certificate is required. Please inform the School Registrar if your child was baptized at St. Francis by the Sea Catholic Church.
7. **Immunization Record:** The most current copy of your child's South Carolina Immunization Certificate must be provided.
8. **Visit/ Tour:** All prospective families are encouraged to tour the school and/or attend one of our admission activities.
9. **Meet & Greet with the Principal:** Parents and students requesting a transfer to SFCS are required to have a meeting with the Principal.
10. **Academic Screening:** A brief screening play-session will be scheduled to students applying for the Pre-Kindergarten and Kindergarten program. An academic screening will be scheduled for students applying for 1st through 8th Grade.
11. **Financial Aid:** Applications for Financial Aid are handled separately from Applications for Admission. Financial Aid is available only to the children of active parishioners of St. Francis by the Sea Catholic Church or Holy Family Catholic Church. Children must be accepted to SFCS in order to apply for Financial Aid.
12. **Divorced or Separated Parents:** Divorced or separated parents must provide a copy of the custody section of the divorce decree with the school office. The school must have a copy of any court order involving a school child in matters of custody and contact.

### ADMISSIONS POLICY

Open Enrollment for the 2018-2019 School Year will begin on February 26<sup>th</sup>, 2018. Applications for the 2018-2019 school year may be submitted before that date but tuition rates and other school policies may change from the time the application is submitted and when the Open Enrollment period begins. Students new to St. Francis Catholic School will not be accepted until the Open Enrollment period begins and the Re-Registration period for returning families has concluded.



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## ADMISSIONS SELECTION PROCEDURES

Students registering for Pre-Kindergarten (K4) must be 4 years old by September 1<sup>st</sup> of the school year for which they are registering. Students registering for Kindergarten must be 5 years old by September 1<sup>st</sup> of the school year for which they are registering. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of students in each class as set by the Principal and according to the following categories in order of preference:

1. Current students of SFCS.
2. Siblings of current students
3. Children of current school/parish employees
4. Catholic children of active parishioners who are siblings of a graduate of SFCS.
5. Catholic children of active parishioners.
6. Catholic children of non-active parishioners who are siblings of a graduate of SFCS.
7. Catholic children of non-active parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 3 above, priority will be given according to the date on the student's Application for Admission

Within categories numbered 4 through 5 above, priority will be given according to the date on the student's Application for Admission.

Within categories numbered 6 through 9 above, priority will be given according to the date on the student's Application for Admission.

## WAIT LIST

Students not selected for admission to SFCS will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

## TRANSFER STUDENTS

The Principal will be especially sensitive to the effects a new student may have on the culture and climate of each class. Students who wish to transfer into the school from other area schools will not be accepted unless they are able to make a positive contribution socially and academically to their specific grade and the school as a whole. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor. Students will not be accepted to SFCS for the current school year after the Open Enrollment Period for the next school year begins. Exceptions to this policy will only be granted for extenuating circumstance that has been approved by the principal or pastor.



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## **ACCOMODATION OF STUDENTS WITH SPECIAL NEEDS**

St. Francis Catholic School strives to accommodate students with physical, emotional, social or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. SFCS has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the need of some students.

## **FINANCES**

### **REGISTRATION FEES**

Fees for each student in Grade Pre-Kindergarten (PK-4) through Grade 8:

Registration Fee            \$100.00 per child

FSA Dues                     \$40.00 per family

Registration fees and FSA Dues are NON-REFUNDABLE.

### **TUITION – GENERAL**

Inability to pay full tuition is never a reason in and of itself to keep a child from St. Francis by the Sea Parish from attending St. Francis Catholic School. Need-based tuition assistance is available to active parishioners of St. Francis by the Sea Catholic Church. The process for receiving tuition aid is explained in full under Financial Aid.

If a family does not apply for tuition aid, they are expected to pay full tuition. If a parent knows they will be late in providing tuition, they should contact the Parish Administrator to inform him of such. Parents who are more than 30 days in arrears may be sent a certified letter informing them of that fact.

Students attending St. Francis Catholic School from families who have unpaid tuition bills of more than 60 days may be barred from further attendance at St. Francis Catholic School. A child's dismissal from school is viewed as a grave consequence and is only done after there is evidence that the parents have decided not to pay tuition on time, have decided not to work with the parish administration in making other arrangements, and have been notified of the consequence of such decisions. A child will be dismissed from school due to unpaid tuition only after the pastor gives final authorization to do so. In the event that the parish refers a tuition bill for collection, the cost of the collection will be billed to the parent/responsible party and must be paid in full to return that family to "good standing." The school may not provide report cards or permanent records for families who have unpaid tuition.



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## TUITION - PAYMENTS AND RATES

### PAYMENT OPTIONS

FACTS Management Company coordinates all tuition and incidental payments. Tuition plans and payments must be established through FACTS Tuition Management by the parent. The following are the two payment plans that are available and listed in FACTS:

**Payments ending in May, 10 equal payments.**

**Payments ending in June, 12 equal payments.**

The 2018-2019 tuition rate for children of **active parishioners** from St. Francis by the Sea Catholic Church or Holy Family Catholic Church is **\$5,032.00** per student.

The 2017-2018 tuition rate for children of families who are not active parishioners of any Catholic Church is \$7,500.00 per student.

### ACTIVE PARISH MEMBERSHIP

Active Parish Membership is determined by four criteria:

- (1) Being properly registered in St. Francis by the Sea the Parish or Holy Family Roman Catholic Church for at least six months. If moving from another parish a letter from that parish needs to be provided by the pastor confirming active membership.
- (2) Faithful attendance at Mass on Sundays and Holy Days.
- (3) Student applying is up-to-date on his or her sacramental preparation or actively working towards it. The Religious Education Office that is assisting the student in his or her preparation may need to be contacted for verification.
- (4) Being active in at least one parish or school program, ministry, or organization.

Active Parish Membership is determined at the time of initial registration and may be determined on an annual basis with re-registration. Active Parish Membership will be confirmed by the pastor's signature on the Parish Verification Form. A copy of the Parish Verification Form is distributed with the registration and possibly with re-registration. The Pastor is the final authority when determining Active Parishioner Status.

### FINANCIAL AID

Need-based tuition assistance for St. Francis Catholic School is available to the children of active parishioners of St. Francis by the Sea Catholic Church and Holy Family Catholic Church. Financial Aid is available for children of non-active parishioners but the amount awarded will be no greater than the tuition rate of an active parishioner. Parents must apply for Financial Aid through FACTS by May 1<sup>st</sup> of each year.

### MULTI CHILD DISCOUNT

Parents of multiple children are eligible to select the Multi Child Discount. The 3<sup>rd</sup> child's tuition will be charged at a rate of 50% based upon their parishioner status. All children after the 3<sup>rd</sup> will receive a 100% tuition reduction. Parents will still be responsible for all fees and charges for special services, i.e. Extended Care. All children must be currently enrolled in St. Francis Catholic School at the same time to receive the Multi Child Discount. Parents may select to not receive the Multi Child Discount and apply for Financial Aid.



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## 2018-19 REGISTRATION

**Re-Registration Packets** with the tuition rates for the 2018 - 2019 school year will be sent to the parents of present students and their siblings on or before **Friday, February 2<sup>nd</sup>**. These forms, including the \$100.00 Re-Registration Fee are to be returned to the school office no later than **Friday, February 23<sup>rd</sup>**. Beginning on **February 26, 2018**, open enrollment will begin with students from families new to St. Francis Catholic School being accepted for the 2018-2019 school year. The regular Admission Priority described underneath the Admission Policy will be followed for all students once the Open Enrollment period begins.

## CASH PAYMENTS

No cash payment (currency and/or coin) over \$50.00 can be sent to the school office via a child. Any cash payment of over \$50.00 must be brought to the office by a parent or guardian who will wait for issuance of a cash receipt from the office staff.