



Saint Francis Catholic School

1

2020 – 2021 ADMISSIONS POLICIES

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 FOR NEW STUDENTS

1. **Application for Admission:** Applications must be completed in full and submitted to the school registrar.
2. **Application Fee:** An Application Fee of \$25.00 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.



Saint Francis Catholic School

2

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.
13. A \$100.00 Registration Fee per child and \$40.00 FSA Fee is due within two weeks upon the date on the official acceptance letter. Payment is confirmation of enrollment and reservation of spot for the school year.

ADMISSIONS POLICY

Open Enrollment for the 2020-2021 School Year will begin on March 2nd, 2020. Applications for the 2020-2021 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.

ADMISSIONS SELECTION PROCEDURES

Students registering for Pre-Kindergarten (K4) must be 4 years old by September 1st of the school year for which they are registering. Students registering for Kindergarten must be 5 years old by September 1st 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.



Saint Francis Catholic School

3

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

ACCEPTANCE

Students from families that are new to SFCS must pay the \$100.00 Registration Fee & \$40.00 FSA Fee within two weeks from the official date of acceptance. The official date of acceptance is the date recorded on a student's official acceptance letter.

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 AND NEW 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 an extenuating circumstance that has been approved by the principal or pastor.

All new students will be given a trial period of one semester (two quarters) in which to prove himself/herself both socially and academically. If during this trial period there are any disciplinary or academic problems, a student may be asked to withdraw his/her attendance at St. Francis Catholic School. The recommendation and decision of the school is final. St. Francis Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Francis Catholic School may not be able to accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Francis Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Francis Catholic School is made by the school, the student's tuition due would be prorated.



Saint Francis Catholic School

4

NON-CATHOLIC STUDENTS

Non-Catholic students whose parents accept the philosophy of St. Francis Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

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.

FEES

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

Application Fee	\$25.00 per child (New families only)
Registration Fee	\$100.00 per child
FSA Dues	\$40.00 per family

Application fees, 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, including fees, of more than 60 days may be barred from further attendance at St. Francis Catholic School and/or may not participate in any extracurricular activity including but not limited to sports, clubs, field trips, etc. 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, including fees, 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 will not mail, email, fax report cards or permanent records for



Saint Francis Catholic School

5

families who have unpaid tuition and/or fees. Records will be available to be picked up from the Parish Office in person from the individual who is listed as responsible for tuition payments in the student application for admission.

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.

ACTIVE PARISH MEMBERSHIP

Active Parish Membership is determined by four criteria:

- (1) Being properly registered in St. Francis by the Sea 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. This is determined by use of the parish issued envelop for weekly offering. Every school family that receives the parishioner tuition rate must use their parish envelop to confirm mass attendance. If a family has set up an electronic giving account with the parish then the parish envelop must still be used in mass during the offering.
- (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 with re-registration. The Pastor is the final authority when determining Active Parishioner Status.



Saint Francis Catholic School

6

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 1st of each year.

MULTI-CHILD DISCOUNT

Parents of multiple children are eligible to select the Multi Child Discount. The 3rd child's tuition will be charged at a rate of 50% based upon their parishioner status. All children after the 3rd 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.

2021 - 2022 RE - REGISTRATION

Re-Registration Packets with the tuition rates for the 2021 - 2022 school year will be sent to the parents of present students and their siblings on or before Friday, January 29th, 2021. These forms, including the \$100.00 Re-Registration Fee are to be returned to the school office no later than Friday, February 26th, 2021. Beginning Monday, March 1st open enrollment will begin with students from families new to St. Francis Catholic School being accepted for the 2021-2022 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.

WITHDRAWAL POLICY

Families must notify the school in writing if a student is withdrawing from the school.

The school will not mail, email, fax report cards or permanent records for families who have unpaid tuition and/or fees. Records will be available to be picked up from the Parish Office in person from the individual who is listed as responsible for tuition payments in the student application for admission.



Saint Francis Catholic School

7

2020 – 2021 TUITION RATES & FEES

<u>Tuition Rate</u>	<u>Yearly</u>	<u>10 month plan</u> <u>(payments ending in May)</u>	<u>12 month plan</u> <u>(payments ending in</u> <u>June)</u>
Parishioner Rate:	\$5,545.81/student	\$554.58/student	\$462.15/student
Base Tuition/ Non - Parishioner Rate:	\$8,265.75/student	\$826.58/student	\$688.81/student

<u>Fees:</u>	<u>Amount</u>	<u>Due Date</u>
Registration Fee:	\$100.00/student	2 weeks from date on acceptance letter
FSA Fee:	\$40.00/family	2 weeks from date on acceptance letter