



Our Lady Star of the Sea Catholic

Elementary School & Middle School

467 Fairford Drive

Grosse Pointe Woods, Michigan 48236-2410

(313) 884-1070 Fax (313) 884-0406

February 24, 2011

Dear Parents,

The year is flying by and we are making our plans for the 2011-2012 school year. Fortunately, at the end of last year we were able to purchase some necessary items for our school from our Auction funds. We hope that a successful Auction 2011 will also enable us to enhance our school beyond our limited budget. Tuition rates and fees at Our Lady Star of the Sea remain in line with other schools in our Vicariate, thus allowing us to continue to produce students from this Nationally Recognized School of Excellence.

Attached is your registration packet for next year. Please take the time to fill out the registration form and return the following by Friday, March 11, 2011.

1. Registration Form(s): --- Blue Form for K-8, Yellow for Preschool
2. Tuition Payment Preference Form
3. Registration Fee: --- \$250 per family (non-refundable)

The Activities Fee (\$50 per student) covers all room parent fees, the auction art project, dress down days and technology fee. This fee will be added to the first payment.

Beginning February 25th, and continuing through March 11th, registration is open to current school families who have first preference. *Please note the last day for Priority Registration is Friday, March 11th.* If your registration is not received by that day, we cannot guarantee a spot for your child next year. During the week of March 7th - March 11th, new in-parish families may also register.

We sincerely hope that all students will return; all are special to us, so please make note of the deadline. Do not hesitate to call if you have any questions. Thank you for continuing to give your child a gift that lasts a lifetime ~ a Catholic education!

Most Sincerely,

Ms. Julie Aemisegger
Principal

pcs/attachments



Accredited by the North Central Association of Colleges and Schools
Recognized as a School of Excellence since 1998

OUR LADY STAR OF THE SEA CATHOLIC SCHOOL
 Accredited by the North Central Association of Colleges and Schools
Recognized as a Quality School of Distinction

TUITION, REGISTRATION AND PAYMENT POLICIES

2011-2012 Tuition for Preschool

<u>Pre-School/Young Fives</u>	<u>Tuition</u>
3-year olds (2 Days—M,W)	\$1,500
3-year olds (3 Days—M,W,Th)	\$1,900
4-year olds (4 Days—M,T,W,Th)	\$2,310
Extended Day 4 year olds	\$20 per day or \$15 a day for two or more days per week
Young Fives	\$2,310

Kindergarten - Grade Eight

	<u>Contributing Tuition</u>	<u>Non-Contributing Tuition</u>
Half-day Kindergarten	\$2,800	\$3,400
K - 8		
1 Child	\$4,060	\$5,550
2 Children	\$7,000	\$9,625
3 Children	\$9,860	\$13,550
4 Children	\$12,720	\$16,800

Contributing Tuition: Registered Star parishioners contributing more than \$600 in Sunday Offerings. The multiple-child discount applies in grades K - 8. (Half-day kindergarten tuition, as children opt in to full-day, will be prorated to the first day of the quarter the child is enrolled in full-day.)

All money collected will be applied in this numbered order: [Any payment not received within ten days of due date will be assessed a \$25 late charge. Any checks returned by your financial institution for non-payment will be assessed a \$30 charge.]

- 1. Registration Fee: \$250.00 per family is collected at the time of registration. The fee is not included in the tuition cost and is non refundable, except when the registration is not accepted.** Present school families must have their fee paid by March 11, 2011 to reserve their seats.
- 2. Fundraising Fee: \$200 per family (\$100 for 3 and 4 year olds) A \$200 Family Fundraiser Fee is due by April 18, 2011.** This fee is non-refundable and is payable to Our Lady Star of the Sea School by cash or check. [Each family will receive 2 "Catch a Lucky Star" tickets (one ticket if the only child is in pre-school) when issued. You put your name on the tickets and return the stubs for your chance to win some of the \$40,000 in prizes or sell the tickets, turn in the stubs, and keep the money.]
- 3. Activity Fee for Kindergarten-Eighth Grade: \$50.00 per child.** (Will be added to first payment.)

Tuition Payments: A Tuition Payment Preference Form must accompany the *Registration form* electing one of the following:

1. Full payment of tuition by **June 4, 2011** directly to the school. [Credit/Debit cards accepted.]
2. Other payment plans are made through the FACTS Tuition Payment Plan.

(see Tuition Payment Preference Form)

Semi-annual plan: payments are due in August and January

Quarterly plan: payments are due in May, August, October & January

Monthly plan: ten payments begin in May and end in February

[Credit cards may be used with the FACTS plans. As with the parish, there is a 2.5% fee for using a credit card.]

Families who pay their tuition in full by June 4, 2011 will receive a **1.0% discount**. Payment maybe made by cash, check or credit/debit card (American Express not accepted). Any checks returned for non-sufficient funds will lose the discount, be assessed a \$30 charge and will then be enrolled in the FACTS Tuition Management Company.

Families who do not pay tuition in full will be enrolled in FACTS.

Those who budget and use the above payment plans will authorize a specific payment amount to be paid on *either* the 5th or the 20th of the month directly from one's checking or savings account. It is important to note that the FACTS Management Company and Our Lady Star of the Sea School never have any direct access to your account. The automatic payment process is strictly controlled by banking regulations to be absolutely confidential and limited to what has been authorized. If you still have concerns, then simply open up a separate account at your bank to be used specifically for your tuition

Delinquent Tuition: The following policies regarding delinquent tuition payments will be strictly followed:

1. No student will be enrolled or allowed to continue to a new semester if tuition payments and fees are delinquent, unless prior arrangements have been made with the Tuition Review Committee or the principal.
2. No student will be graduated or promoted, nor will transcripts or report cards be furnished or forwarded, until accounts are paid in full, including Latchkey fees.
3. No student will be enrolled or registered for a subsequent school year if there exists any delinquency in tuition payments, fees, or Latchkey payments.

Tuition Assistance: Families are encouraged to apply for the Archdiocese of Detroit Tuition Assistance Program. Application deadline is April 11, 2011 with a fee. If granted, \$600 for an elementary school student is sent directly to Star. For more information and downloads, go the www.aodonline.org and find Tuition Assistance under Catholic Schools.

We also offer the **SCRIP** program. By purchasing and using gift cards for your normal shopping or gifting, percentages of your purchases can be applied to your tuition and lower your overall tuition.

Our Lady Star of the Sea Tuition Refund Policy

If a family makes the decision to withdraw their child/ren from Our Lady Star of the Sea School, the following policy applies:

Withdraw prior to the start of the semester - 100% of the semester tuition will be refunded.

Withdraw during the first 4 weeks - 80% of the semester tuition will be refunded

Withdraw during weeks 5 thru 8 - 60% of the semester tuition will be refunded

Withdraw during weeks 9 thru 12 - 35% of semester tuition will be refunded

After the 12th week there will be **no refunds**.

If you are paid in full and withdraw during the first semester, the second semester tuition will be refunded in full in addition to the above percentages.

Families who withdraw from the school at any point after April 18 will still receive their fundraising fee value of "Catch a Lucky Star" tickets when they become available.

Any balance of unpaid tuition that has not been paid up to the date of withdrawal will still need to be owed Our Lady Star of the Sea School before your child/ren's school records will be released to the new school.

By implementing the above polices, we will be able to continue providing a quality education at a fair and reasonable price for all of our students, while ensuring that those who are "parishioners" are enriching their Catholic faith.



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Registration Form for Kindergarten through Grade 8
 a non-refundable deposit of \$250 per family is due at time of registration.
 Copies of birth and baptismal certificates must be on file.

_____ check here if there are any changes from last year

Family Information ~

Father's Name _____ Home Phone _____
last first middle

Address _____
street city zip

Religion _____ Name of Parish or Church to which you belong _____

E-Mail Address _____ Cell Phone _____

Name of Employer _____ Business Phone _____

Step-Father's Name (if applicable) _____ Daytime Phone _____

Mother's Name _____ Home Phone _____
last first middle

Address _____
street city zip

Religion _____ Name of Parish or Church to Which you belong _____

E-Mail Address _____ Cell Phone _____

Name of Employer _____ Business Phone _____

Step-Mother's Name (if applicable) _____ Daytime Phone _____

Student Information ~

please note: if you are registering for *KINDERGARTEN*, indicate *KAM* for half-day, *ADK* for full day.

1. Name _____ Religion _____
last first middle

Date of Birth _____ Present Grade _____ Grade in September _____

Church & Date of: Baptism _____ Eucharist _____

Reconciliation _____ Confirmation _____

2. Name _____ Religion _____
last first middle

Date of Birth _____ Present Grade _____ Grade in September _____

Church & Date of: Baptism _____ Eucharist _____

Reconciliation _____ Confirmation _____

3. Name _____ Religion _____
last first middle

Date of Birth _____ Present Grade _____ Grade in September _____

Church & Date of: Baptism _____ Eucharist _____

Reconciliation _____ Confirmation _____

If your child did not attend Star last year, please specify school name and address he/she did attend.

School Name _____ *Address* _____ *City* _____

Circle All Those Applicable ~

Student Lives With: Mother & Father Mother Father Other _____
Parents Marital Status: Single Married Divorced Separated
Parents Deceased: Mother Father

Directory ~

List your name(s) as you would like them to appear in next year's directory.
If separate entries are appropriate, please list.

Parent(s)' Name(s) _____

Address _____ Phone _____

Children attending Star _____ Grade _____ Phone _____

Parent(s)' Name(s) _____

Address _____

Children attending Star _____

Financial Agreement ~

I understand my financial obligation with respect to my child's attendance at Our Lady Star of the Sea School and agree to accept responsibility for the tuition payments.

Parent Signature _____ Date _____

For Office Use Only ~

Registration Paid _____ Check # _____ Date Paid _____



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Preschool Registration Form

a non-refundable deposit of \$250 per preschool only family is due at time of registration.
Copies of birth and baptismal certificates must be on file.

Family Information ~

Father's Name _____ Home Phone _____
last first middle
Address _____
street city zip
Religion _____ Name of Parish or Church to which you belong _____
E-Mail Address _____ Cell Phone _____
Name of Employer _____ Business Phone _____
Step-Father's Name (if applicable) _____ Daytime Phone _____
Mother's Name _____ Home Phone _____
last first middle
Address _____
street city zip
Religion _____ Name of Parish or Church to Which you belong _____
E-Mail Address _____ Cell Phone _____
Name of Employer _____ Business Phone _____
Step-Mother's Name (if applicable) _____ Daytime Phone _____

Student Information ~

Name _____ Date of Birth _____
last first middle
Religion _____
Date & Church of Baptism _____

Check one ~

3 YEAR OLD

4 YEAR OLD

YOUNG 5

2 day (Mon/Wed) _____

AM _____

AM _____

3 day (M/W/Th) _____

Circle All Those Applicable ~

Student Lives With:	Mother & Father	Mother	Father	Other _____
Parents Marital Status:	Single	Married	Divorced	Separated
Parents Deceased:	Mother	Father		

Directory ~

List your name(s) as you would like them to appear in next year's directory.
If separate entries are appropriate, please list.

Parent(s)' Name(s) _____

Address _____ Phone _____

Children attending Star _____ Grade _____ Phone _____

Parent(s)' Name(s) _____

Address _____

Children attending Star _____

Financial Agreement ~

I understand my financial obligation with respect to my child's attendance at Our Lady Star of the Sea School and agree to accept responsibility for the tuition payments.

Parent Signature _____ Date _____

For Office Use Only ~

Registration Paid _____ Check # _____ Date Paid _____



OUR LADY STAR OF THE SEA CATHOLIC SCHOOL

2011-2012

TUITION PAYMENT PREFERENCE FORM

Star of the Sea
Contributing Parish
Member, i.e., \$600
during 2010:
/ /yes / /no

Family Name _____

Responsible Party for Tuition Payment _____

Billing Address _____ City _____

State _____ Zip _____ Home Phone _____

Student(s) _____ 2011-2012 Grade _____

_____ 2011-2012 Grade _____

_____ 2011-2012 Grade _____

_____ 2011-2012 Grade _____

Every family must return this form EVEN IF you were enrolled last year. We need to know what option you are choosing THIS year.

____ Option 1 **Full tuition payment due June 24, 2011 with a 1.0% discount.** Make payment directly to the Parish Office. Credit/Debit cards accepted (except American Express) with a 2.5% fee. No FACTS fee will be assessed. However, failure to pay by the designated date will result in assignment to FACTS.

____ Option 2 Semi Annual Payments: Both payments are paid through FACTS and are due in August and January on the 5th or the 20th (circle one) and are made by electronic transfer of funds from checking or savings. The FACTS annual fee is \$15.

____ Option 3 Quarterly Payments: All four payments are paid through FACTS and are due in May, August, October, and January on the 5th or the 20th (circle one) and are made by electronic transfer of funds from checking or savings. The FACTS annual fee is \$35.

____ Option 4 10 Monthly Payments through FACTS. Parents who use the automated process of tuition payment may elect to pay tuition on either the 5th or the 20th (circle one) of each month through the FACTS payment plan. The FACTS annual fee is \$35. First payment month through FACTS is May.

____ Option 5 Credit card payment through FACTS. Parents may pay their tuition using Master Card, American Express or Discover only. In addition to the FACTS fee there will be a convenience fee associated with this option (2.5% or \$2.50 per \$100).

I agree to make tuition payments for the 2011-2012 school year indicated on this form.

Name

Date

This form must be returned to the school office with your registration form.