



Mission Statement

***Christ is our model. We are dedicated to the formation of children
in faith, mind and body
by fostering personal excellence within the Catholic tradition.***

Welcome to St. Louis Catholic School! We are so happy you are either considering registering or have made the decision to register or re-enroll your child into our school.

If you are re-enrolling, please click on the following link to access instructions for our online re-enrollment process. [Online Re-enrollment Instructions](#)

If you are new to St. Louis, please print out this entire document, it contains registration information and the necessary forms that need to be filled out and returned to the office to complete the registration process. Included is the Tuition Assistance Form that only needs to be filled out if you are in need of tuition assistance. These forms need to be returned to the office in person. Please bring them to the school office anytime between 8:00am and 3:00pm, Monday through Friday. If you have any questions, please contact the office at 754-2041 or email stlouis@stlouiswaco.org

Thank you for choosing St. Louis Catholic School!

ST. LOUIS CATHOLIC SCHOOL ENROLLMENT 2010-2011 SCHOOL YEAR

REGISTRATION: CURRENT STUDENTS: FEBRUARY 22nd – MARCH 5th
OPEN ENROLLMENT: MARCH 15th – APRIL 1st

NEW STUDENTS: A student's current grades and standardized test scores will be assessed to determine acceptance and placement at St. Louis Catholic School. A placement test may be required at a \$30.00 fee. Please schedule an appointment with the Assistant Principal for an assessment of academic approval.

All new students will need to bring **copies** of the following:

- *Current Shot Records
- *Report Cards
- *Birth Certificate
- *Standardized tests (if available)
- *Social Security Card
- *Baptismal Certificate (Catholic students only)

REGISTRATION FEES: Please be prepared to pay for the registration fee (**\$75.00 through March 31st / \$150.00 on or after April 1st**) and all of the Educational Resource Fee (**\$350.00 per student**) at registration. These fees, along with all the necessary paperwork, will guarantee your child a place for the upcoming school year. *It is important that you register early for us to secure the quality teachers needed to accommodate our student population.*

**The Educational Resource fee is paid once a year at registration and covers the following items: testing services, physical education, Region XII educational resources, supplies, text books, religion books, workbooks, weekly periodical publications, technology, library and fine arts.

It is imperative that all St. Louis students register during the current student registration dates because there could be waiting lists in several grades. Keep in mind that only families with students returning to St. Louis and their siblings receive this opportunity for early registration. All available openings will be filled on a first come - first serve basis after March 5th. If you are unable to register during your assigned dates, please contact the office for an appointment.

It is imperative that all delinquent fees of current St. Louis students be paid prior to March 5, 2010. Students will not be allowed to register for the new school year until all delinquent fees are paid. The records of those students who will not be returning to St. Louis School will be released upon receipt of any outstanding fees. Those fees could include:

- *Registration fees for the 2009-2010 school year
- *Book Day fees for the 2009-2010 school year
- *Delinquent tuition through February 2010
- *Insufficient checks and their NSF fees
- *Late tuition charges

TUITION ASSISTANCE: will be available for the next school year. Applications are available in the school office and on our website.

Tuition will be based on a twelve month basis this next school year. The first tuition payment will be due in June with payments every month through May.

If you would prefer to pay your tuition in 9, 10 or 11 months, please contact the office and your monthly tuition rate can be calculated and new payment plan set up.

Tuition Rates (based on twelve months):

St. Louis Parish Rate for Contributing Members:

K-6 One Student:	\$293.00 per month	-	\$3515 per year
7-8 One Student:	\$326.00 per month	-	\$3916 per year

Non-Parish Rate:	K-6 One Student:	\$397.00 per month	-	\$4759 per year
	7-8 One Student:	\$430.50 per month	-	\$5165 per year

Pre K Rate:	PreK 3 & 4	\$378.60 per month	-	\$3786 per year
		(10 months)		

Multiple Student Discount:

Tuition for the child in the highest grade is the flat rate as indicated above. Tuition for the second child is the flat rate for his/her grade bracket minus 30% for parish students or 20% for non parish students. Tuition for the third child is the flat rate for his/her grade bracket minus 40%. The 40% discount for the third child applies to both parish and non parish students. Tuition for families with more than three children will be determined pending a meeting with the principal.

*****You may also inquire about paying a yearly tuition rate at a 5% discount if paid in cash by August 31st.**

LATE ENROLLMENT: Enrollment after June: monthly tuition payments will be based on annual tuition.

REFUNDS:

Registration fee is **not refundable** under any circumstances.

If the family moves out of the Greater Waco Area before June 1st, the educational resource fee is refundable only if a written request has been received by the school prior to that date.

No refunds will be given after June 1st.

The educational resource fee will be \$200.00 if a student enrolls after January 1st and is not refundable.

Tuition will not be prorated at the time of withdrawal and, if paid annually, only the months following the withdrawal date will be refunded.

(Bellmead, Beverly Hills, Bosqueville, China Spring, Crawford, Lacy Lakeview, McGregor, Robinson and Speegleville are some of the cities that would be considered to be *within* the Greater Waco Area.)

BACK TO SCHOOL DAY – IN AUGUST: Required fees for activities and intramural sports, plus St. Louis Parent's Association dues are due and payable on this day. Approximate required fees for one student: **PRE-K/\$49; K-3/\$54; 4-6/\$54 or \$84 w/intramural sports; 7-8/\$65**

Please contact the school if you have any questions (754-2041) or email stlouis@stlouiswaco.org
We are looking forward to a very successful 2010-2011 school year.

Thank you for choosing St. Louis Catholic School.

ST. LOUIS SCHOOL DEMOGRAPHIC REGISTRATION FORM

PLEASE PRINT LEGIBLY OR CIRCLE APPROPRIATE ANSWERS

1. STUDENT LAST NAME: _____ FIRST: _____ MIDDLE: _____
2. STUDENT GOES BY (NICKNAME): _____ BIRTH DATE: _____
3. STUDENT SOCIAL SECURITY NUMBER: _____ ENTERING GRADE: _____
4. HOME PHONE: _____ STUDENT CELL PHONE: _____
5. HOME ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
6. GENDER: MALE/FEMALE ETHNIC CODE: WHITE/BLACK/HISPANIC/ASIAN/AMERICAN INDIAN/OTHER _____
7. DOCTOR NAME: _____ DOCTOR PHONE #: _____
8. DENTIST: _____ DENTIST'S #: _____
9. PREFERRED HOSPITAL: _____
10. MEDICAL CONDITIONS: _____
11. ALLERGIES: _____
12. HEALTH INSURANCE: _____ INSURANCE POLICY #: _____ GROUP#: _____
13. EMERGENCY CONTACT FIRST NAME: _____ LAST NAME: _____
14. RELATIONSHIP: _____ HOME PHONE#: _____ CELL: _____
15. EMERGENCY CONTACT: FIRST NAME: _____ LAST NAME: _____
16. RELATIONSHIP: _____ HOME PHONE #: _____ CELL: _____
17. WORK PHONE: _____ EMAIL: _____
18. STUDENT LIVES IN WHICH LOCAL PUBLIC SCHOOL DISTRICT: _____
19. PREVIOUS SCHOOL AND ADDRESS: _____ CITY: _____ ST: _____
20. PLACE OF BIRTH (CITY): _____ STATE: _____
21. RELIGION: _____ CONTRIBUTING MEMBER ST. LOUIS PARISH: YES OR NO
IF YES - ENVELOPE# _____
22. PARISH MEMBERSHIP AT: _____

(over)

23. STUDENT RESIDES WITH: PARENTS / MOTHER / FATHER / GRANDPARENTS / OTHER: _____

24. FATHER LAST NAME: _____ FATHER FIRST NAME: _____

25. FATHER'S ADDRESS: _____ CITY: _____ STATE: _____
(if same as student's, leave blank)

26. FATHER'S EMAIL: _____

27. FATHER'S MARITAL STATUS: _____ BIRTH DATE: _____

28. FATHER'S RELIGION: _____ CHURCH: _____

29. FATHER'S SOCIAL SECURITY #: _____

30. FATHER'S HOME #: _____ CELL PHONE: _____ / _____

31. FATHER'S FAX#: _____

32. FATHER'S OCCUPATION: _____ FATHER'S COMPANY: _____

33. FATHER'S WORK PHONE: _____ / _____ WORK ADDRESS: _____

34. MOTHER'S LAST NAME: _____ FIRST NAME: _____ MIDDLE INI: _____

35. MOTHER'S HOME ADDRESS: _____ CITY: _____ STATE: _____
(if same as student's, leave blank)

36. MOTHER'S EMAIL: _____

37. MOTHER'S MARITAL STATUS: _____ BIRTH DATE: _____

38. MOTHER'S RELIGION: _____ CHURCH: _____

39. MOTHER'S SOCIAL SECURITY #: _____

40. MOTHER'S HOME PHONE: _____ / _____ CELL PHONE: _____

41. MOTHER'S FAX: _____

42. MOTHER'S OCCUPATION: _____ MOTHER'S COMPANY: _____

43. MOTHER'S WORK PHONE: _____ WORK ADDRESS: _____

44. FAMILY'S COMBINED ANNUAL INCOME: _____
(information will be used to apply for grant money and will be strictly confidential)

45. LANGUAGE SPOKEN AT HOME: _____

46. NUMBER OF PEOPLE IN FAMILY: _____

47. SIGNATURE (FATHER, MOTHER, LEGAL GUARDIAN) _____ DATE: _____

ST. LOUIS CATHOLIC SCHOOL FINANCIAL POLICY AGREEMENT 2010-2011

1. The non-refundable family registration fee of **\$75** (if paid by March 31st) **\$150** (if paid on or after April 1st) and the **\$350** per student educational resource fee are due at registration unless other arrangements have been made.
2. Any remaining balances of registration fees, educational resource fees, and Parents' Association fees are due in full by August 2010. In addition, the school must receive all of the required paperwork, including current shot records. If the required paperwork and fees are not received on or before August 2010, your child will not be permitted to begin classes for the 2010-2011 school year.
3. **TUITION:** Tuition rate will be set according to family status (*contributing* St. Louis Parish member or non-parish member). *{NOTE: St. Louis School extends a tuition discount to registered members of the St. Louis Parish. Families who contribute a minimum of \$600 per calendar year and who participate actively in the life of the parish are eligible to receive this discount. Contributions to the church for the current year will be used to determine eligibility for the tuition discount for the upcoming school year. First year families who claim contributing St. Louis Church parish status must contribute a minimum of \$300 before the end of December of the first year of claiming such status.}*

Are you a regular contributing member of St. Louis Church? YES NO (Please circle one)

If yes, please provide your envelope number _____

Tuition will be paid in twelve (12) equal payments. The initial payment is due in June. Tuition will be prorated after June 1st based on total annual tuition. All tuition payments will be made to Smart Tuition Management Services (STMS) beginning in June and ending in May. If paying tuition annually, a five percent (5%) discount will be given if a cash payment is received by August 31st.

4. No account is to be more than 30 days past due. All accounts over 30 days past due must submit a written payment plan to the Business Office for approval. Your child(ren) may be subject to withdrawal if your financial obligations are not maintained. No past due accounts (including those with an approved payment plan) are eligible to receive report cards, progress reports or schedule teacher conferences. Past due accounts are not eligible to re-enroll until the account is current. Questions concerning your account should be directed to the Business Office.
5. **REFUND POLICY:** If a family moves out of the Greater Waco area before June 1st, the educational resource fee is refundable only if a written request has been received by the school prior to that date. No refunds will be given after June 1st. The educational resource fee will be \$200.00 if a student enrolls after January 1st and is not refundable. The registration fee is not refundable under any circumstances. ***Tuition will not be prorated at the time of withdrawal.*** If tuition was paid in full for the year, the tuition for the remaining months following the withdrawal month will be refunded.
6. A summary of the various fees that could be charged by St. Louis School, St. Louis Parent's Association and Smart Tuition Management Services are as follows: (Any returned check does not constitute payment. All applicable refunds will be handled by the school.)

Late Charge	\$30.00	Automatic Deduction Refusal	\$10.00
Returned Check	\$25.00	Credit Card Chargeback Fee	\$20.00
Credit Card Dishonored payment fee	\$ 5.00		

WE HAVE READ AND AGREE TO ACCEPT AND FOLLOW THE FINANCIAL POLICY OF ST. LOUIS CATHOLIC SCHOOL AND THE STMS ENROLLMENT FORM "TERMS AND CONDITIONS" AS WRITTEN.

SIGNATURE OF PARENT/GUARDIAN

DATE

PLEASE PRINT LAST NAME OF ALL STUDENTS RE-ENROLLING

This form, along with the STMS Enrollment Form, serves as the only necessary notification of the Financial Policy of St. Louis Catholic School and no other Notification needs to be served for this policy to be enforced.
The St. Louis Policy handbook states, "Woodway, Hewitt, Bellmead, Beverly Hills, Robinson, China Spring, Crawford, Lacy Lakeview, Midway, and Speepleville are considered to be within the Greater Waco area."

If you need to change your SMART TUITION FORM (method of payment, payment date, etc.), please contact the school office.

St. Louis Catholic School – Credit Card Form

Re-enrollment Fees for 2010-02011

VISA MASTERCARD (Circle one)

CARD# _____

EXP. DATE _____

PRINT NAME ON CARD _____

CARDHOLDER SIGNATURE _____

Amount to be charged: _____



REQUEST FOR RECORDS

STUDENT NAME _____

BIRTHDATE _____ SOCIAL SECURITY NUMBER _____

DATE ENTERED ST. LOUIS CATHOLIC SCHOOL _____

PREVIOUS SCHOOL ATTENDED _____

PREVIOUS SCHOOL ADDRESS _____

PREVIOUS SCHOOL PHONE _____ FAX _____

PLEASE SEND THE FOLLOWING

TRANSCRIPT OF GRADES TO DATE OF WITHDRAWAL

STANDARDIZED TEST RESULTS

HEALTH RECORDS

Please send records to:

Peggy Herbert
Business Manager
St. Louis Catholic School
2208 North 23rd Street
Waco, Texas 76708
Phone (254)754-2041
Fax (254)754-2091

Parent's Consent:

Parent's Signature

St. Louis Tuition Assistance Application 2010/2011

DIRECTIONS: PLEASE PRINT Fill out this application and submit it to the school office by: **April 5, 2010**

In order to be considered for tuition assistance, this application **must be completed in full** and accompanied by documents listed on No. 19. **All information will be held in strictest confidence.**

Applications submitted after the deadline of April 5th will not be processed. Incomplete applications will not be considered.

FAMILY REQUESTING ASSISTANCE:

1. Name: _____ Relationship: _____
(Father, Mother, Legal Guardian)
2. Occupation: _____ Place of Employment: _____
3. Home Address: _____ City: _____ Zip: _____
4. Home Phone: _____ Work Phone: _____
5. Name of Parish Where Registered: _____
6. Including yourself, how many in your household are you supporting? _____
7. Name of Student(s) for who tuition assistance is being requested: _____

LAST NAME OF STUDENT	FIRST NAME OF STUDENT	GRADE LEVEL FOR NEXT YEAR (2010-2011)
1.		
2.		
3.		
4.		

INCOME: (Please circle the one that applies to your income, *this is very important*)

8. Your Gross Income: per week/semi-monthly/monthly \$ _____
9. Spouse's Gross Income: per week/semi-monthly/monthly \$ _____
10. Child Support or Alimony: per week/semi-monthly/monthly \$ _____
11. Do you receive food stamps? Yes / No If yes, your ID No. _____
12. Other income (add **all** other income): per week/semi-monthly/monthly \$ _____
13. Income from others living in your household: per week/semi-monthly/monthly \$ _____

MONTHLY EXPENSES:

14. How much do you pay in house rent/mortgage per month? \$ _____

15. How much do you pay for utilities per month? \$ _____

16. Car payment(s) per month: \$ _____

17. *Please attach a letter stating why you believe that you and your family should be considered for tuition assistance.*

18. **What is the maximum amount of monthly tuition that you feel you can afford to pay to educate your child/children at St. Louis Catholic School?**

\$ _____ *(you must answer this question)*

19. **In order to assist us in processing your application, we must have a copy of the following:**

1. **Most current Federal Income Tax Return. (If not available, your W-2 form(s).**
2. **Most recent pay stubs from paychecks of both parents (if applicable) or legal guardian(s).**

NOTE: IF YOU ARE ACCEPTED FOR TUITION ASSISTANCE, YOU ARE EXPECTED TO DONATE TO YOUR SCHOOL SOME OF YOUR TIME BASED ON SCHOOL POLICIES.

Our family can contribute some services to the school in the following manner:

___ Painting ___ Plumbing ___ Electrical Work ___ Carpentry ___ Welding ___ Office Work

___ Lunch Duty ___ Other (Specify) _____

I understand that the above information is to be used solely for the consideration of tuition assistance for child/children attending St. Louis Catholic School. I further give permission for St. Louis School to use such information for this purpose.

Parent/Guardian

Date

Spouse

Date