

**ST. JOSEPH SCHOOL
340 MANOR AVENUE
DOWNTOWN, PENNSYLVANIA 19335
610-269-8999**

REGISTRATION & TUITION POLICY

REGISTRATION

Eligibility

For the 2010-2011 school year, St. Joseph School (SJS) will admit students who meet the following age requirements: a student must be six (6) years old by September 30 to enter first grade; a student must be five (5) years old by September 30 to enter kindergarten. (Beginning in September 2011, SJS will follow the age requirements as defined by the Archdiocese of Philadelphia and the Downingtown Area School District: a student must be six (6) years old by September 1 to be eligible for admission into first grade; a student must be five (5) years old by September 1 to be eligible for admission into kindergarten.)

Required Documentation

At the time of application for admission to St. Joseph School, parents are required to provide the following documents for each child making application:

- ♦ Completed application form
- ♦ Birth certificate
- ♦ Baptismal certificate (required of all, including those baptized at St. Joseph Church)
- ♦ Proof of residence
- ♦ Social Security card of the child
- ♦ Up-to-Date Immunization records issued by physician

In addition to the above requirements, students transferring from another school must present a copy of the current report card and any other pertinent academic information. A satisfactory academic and conduct record from the prior school is essential. Before a transfer student is accepted, the principal will review the child's records from the sending school.

Registration Fee

Parents are required to make a non-refundable application fee of \$35.00 per child at the time of registration. This is for new registrations only. There is no application fee for children who are currently enrolled and are re-registering for the next academic year.

Registration Priorities

Applicants will be accepted into St. Joseph School in the following priority order:

1. St. Joseph Parish families with children currently enrolled in our school
2. Out-of-parish families with children currently enrolled in our school
3. St. Joseph Parish families who do not have children in our school
4. Out-of-parish families (from parishes without a school) who do not have children in school
5. Non-Catholic families

Re-Registration

School families currently enrolled in St. Joseph School must register annually for the next academic year. Registration materials will be mailed in January. Registration for the next academic year occurs during school hours. Each family will receive an appointed time to re-register and to meet with the tuition office to review their payment plan. **All financial obligations must be current and up-to-date before re-registration can be accepted for the following year. All outstanding financial obligations can be made current at registration with cash, check, or credit card.**

New Family Registration

At the time of registration, the required documentation will be processed. New families will also meet with the tuition office to review the tuition and payment plans.

TUITION, FEES, & CONTRIBUTIONS

Families registered at St. Joseph who send their children to St. Joseph School have a financial obligation to support the mission of St. Joseph Church through regular contributions. St. Joseph Church recommends contributions of at least 3% of annual income from all registered families.

Should a registered family with children in the school decide not to regularly contribute to the parish, they will be considered **non-sustaining** and will be charged the **Non-sustaining Rate**. The **Non-sustaining Rate** is the full fare tuition rate that those outside the parish, Catholic or non-Catholic, pay. While it is up to the family to prayerfully discern their Stewardship of Treasure, regular contributions are considered weekly/monthly contributions of a determined amount. The parish offers Automated Giving as a way to regularly contribute without having to remember the weekly or monthly envelope. Please contact the parish office for details.

In justice to all parents and the parish community, parents are expected to keep tuition payments up to date. The business manager reviews the tuition records on a periodic basis. The trimester report card will not be released if the tuition account has an outstanding balance, unless the parent has met and made suitable arrangements with the pastor. In addition, the school reserves the right to take further action, up to and including dismissal and withholding of school records, if tuition payments are not made in a timely manner.

Payment Options

There are three payment options available: one payment in full on July 15th (payable by cash, check, or credit card), two payments, July 15th and December 15th (payable by cash, check, or credit card), or ten monthly payments due on the 15th of every month July through April. If you choose the ten monthly payments, we strongly encourage the use of electronic funds transfer (AutoPay). If you choose to make payments by cash or check over ten months there will be a \$35 administrative fee payable at registration.

Additionally, if you are making the ten payments by check, the payment is due on the 15th with a ten day grace period. If the tuition payment is not received by the 25th of the month a \$25 late fee will be assessed on the 26th.

If payments are due and an emergency arises preventing you from making your payment please contact the tuition office or the pastor immediately to make arrangements.

Tuition Deposits

A **non-refundable** tuition deposit of \$200 is due at the time of registration for the upcoming academic year. The deposit can be made with a check or cash. This deposit holds a place for your child/children. The deposit is **non-refundable** but it is applied toward your tuition for the upcoming year. Please note that a tuition deposit can only be accepted if you are current in your tuition payments.

School Service Fee

A school service fee is assessed each year, invoiced in June, and payable by July 15th for the upcoming academic year. The fee is a flat fee per student and includes stationery and lunch supervision. This fee can be paid with cash or check.

Withdrawal Policy

If a student cancels/transfers prior to the start of school, all tuition (less the non-refundable deposit) that has been paid will be refunded. When a transferring student leaves during the school year, tuition must be paid for the full trimester(s) in which the child attended school. When the transferring student leaves during a trimester, tuition is due for that entire trimester. If, for some reason, one child is transferred and others in the family remain in the school, the entire original tuition must be paid. Tuition balance must be paid in full before records can be released.

No tuition will be refunded after April 30th of the school year. All cancelations/transfers must be communicated both to the school (610) 269-8999 as well as the tuition office (610) 269-8294.

Questions

All questions related to tuition should be directed to Joann Funkhouser in the tuition office at (610) 269-8294 or joannf@stjoesdtown.org.