

**Application Form for New Admission 2021-2022**

----Please Print---

Program Options: (Check One)

Applying for new admission to **Notre Dame Elementary Pre-K Program:** **Montessori:** Full/ 5 Days \_\_\_\_\_ Half/5 Days \_\_\_\_\_  
**Universal Pre-K:** \_\_\_\_\_ Full/ 5 Days \_\_\_\_\_ Half/5 Days \_\_\_\_\_ AM or \_\_\_\_\_ PM

**Student Name** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Place of Birth** \_\_\_\_\_  
Last First Middle  
**Address** \_\_\_\_\_ **Male** \_\_\_\_\_ **Female** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Religion** \_\_\_\_\_ **Parish** \_\_\_\_\_

**Other children applying to this or other Catholic schools 2021-2022:**

**Name** \_\_\_\_\_ **School** \_\_\_\_\_ **Grade Entering** \_\_\_\_\_ **DOB** \_\_\_\_\_  
**Name** \_\_\_\_\_ **School** \_\_\_\_\_ **Grade Entering** \_\_\_\_\_ **DOB** \_\_\_\_\_  
**Name** \_\_\_\_\_ **School** \_\_\_\_\_ **Grade Entering** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Student lives with:** **Both Parents** \_\_\_\_\_ **Mother** \_\_\_\_\_ **Father** \_\_\_\_\_ **Other (please specify)** \_\_\_\_\_**Parental Information:**

Tuition Billing Address - mail to: \_\_\_\_\_

**E-mail address** \_\_\_\_\_

Note: Both parents have a right to school information regarding the student unless one parent presents a legal document that does not permit this.

**Mother's Information:** **Mother/Guardian's Name** \_\_\_\_\_ **Religion** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_  
**Mother/Guardian's Occupation** \_\_\_\_\_ **Employer's Name** \_\_\_\_\_

**Father's Information:** **Father/Guardian's Name** \_\_\_\_\_ **Religion** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_  
**Father/Guardian's Occupation** \_\_\_\_\_ **Employer's Name** \_\_\_\_\_

**Person Responsible for Payment of Tuition – must complete items 1-3 in order to register your child.**

1) **Name** \_\_\_\_\_ **Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Home Phone** \_\_\_\_\_ **Employer's Name** \_\_\_\_\_ **Work Phone** \_\_\_\_\_  
**Social Security #** \_\_\_\_\_

2) Please enclose a \$150 NON-REFUNDABLE BUILDING APPLICATION FEE (plus \$20 per sibling) with all forms and return to Notre Dame Elementary School.

3) It is agreed that tuition will be paid as indicated on the FACTS Tuition Enrollment form.

**Signature of person responsible for tuition:** \_\_\_\_\_

Student's Name: \_\_\_\_\_

Public School District in which the student resides \_\_\_\_\_

If Student is Catholic, please complete the following: Baptism \_\_\_\_\_ (Attach copy of Baptismal Cert. if possible)

Date \_\_\_\_\_

Church \_\_\_\_\_

For Pre-K please attach a copy of Birth Certificate.

Current Pre School: \_\_\_\_\_ SS# \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Custody:** This school assumes that both parents have full parental and residential custody. If this is not the case, it is the responsibility of the parents to provide the school with that portion of the divorce decree or separation agreement that articulates parental and residential custody. Should any changes occur during the year, please inform the school.

\_\_\_\_\_ Please check here if the school should expect a custody document.

Ethnic background of student (optional) \_\_\_\_\_

*This information is used to complete the New York State Basic Educational Data Systems report that all public and nonpublic schools are required to submit.***Academic Information:**

Does the student have a Behavioral Intervention Plan? \_\_\_\_ Yes \_\_\_\_ No. If yes, what are the terms of that plan? Please provide the school with a copy of that plan. Please specify below:

Does the student require any particular accommodations to facilitate his or her participation in the educational program offered by the school, other than what has been indicated in the question above? \_\_\_\_ Yes \_\_\_\_ No. If yes, what are those accommodations? Please specify below.

Has the student ever been tested for learning problems? \_\_\_\_ Yes \_\_\_\_ No.

Has testing for learning problems ever been suggested? \_\_\_\_ Yes \_\_\_\_ No.

Does the student have an IEP or IESP? \_\_\_\_ Yes \_\_\_\_ No.

Does the student have a 504 Accommodation Plan? \_\_\_\_ Yes \_\_\_\_ No.

**Please authorize copies of these documents to be sent to the School.**

Is the student currently taking medications? \_\_\_\_ Yes \_\_\_\_ No. If yes, please specify: \_\_\_\_\_

Does the medication need to be administered during the school day? \_\_\_\_ Yes \_\_\_\_ No. If yes, when? \_\_\_\_\_

**Emergency Contacts**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Student's Name: \_\_\_\_\_

**Financial Information For Pre-K Program**

<b>Tuition:</b>	Full/5 Days: \$6,000.00	Universal Full/ 5 Days: \$2,550.00
	Half/5 Days: \$4,500.00	Universal Half/ 5 Days: No Charge

**FEES:** \$150 Non-Refundable Building Application Fee (Waived for Universal Half/5 Application)  
(Plus \$20 per sibling)

**2020-2021 TUITION PAYMENT POLICY:**

**The full tuition policy is attached on the following pages. Please acknowledge with your signature that you have received and read the policy and accept all terms and conditions.**

I/We have read the tuition and payment policy of the school. I/We are responsible to make tuition and fee payments for the student whose name is on this application, less any financial aid granted for the 2021-2022 school year.

I/We understand that the school must be informed of any physical, mental or emotional limitation known by the parents that could affect appropriate placement. Providing inaccurate or incomplete information during the application process will result in non-acceptance or dismissal from the school. Classroom placement is determined by the school.

I understand that the *Student Handbook* contains the official policies and procedures of the school.

\_\_\_\_\_  
**Mother/Guardian's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Father/Guardian's Signature**

\_\_\_\_\_  
**Date**

**\*\*\*Complete the section below only if someone other than a parent will be responsible for the student's tuition.\*\*\***

Name(s) of the person(s) responsible for tuition if *other* than a parent \_\_\_\_\_

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Social Security # \_\_\_\_\_

Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

I have read the tuition and payment policy of the school. I am responsible to make tuition payments for the student whose name is on this application, less any financial aid granted, for the 2021-2022 school year according to the option selected above.

\_\_\_\_\_  
**Signature of Person Responsible for Tuition Other than a Parent**

\_\_\_\_\_  
**Date**

This school is fully committed to fostering an educational community that is free from discrimination based on race, national origin, skin color, disabilities, age or gender, except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions.

## **Notre Dame Schools Tuition Policy**

### **Effective January 2021**

#### **I. TUITION PAYMENTS**

- I. Tuition rates for each year are published on the Notre Dame Schools web site
- II. Tuition payments to both Notre Dame Elementary School and Notre Dame Jr./Sr. High School may be made monthly, quarterly or annually. The choice of payment plan is made by the family at the time of registration.
- III. For families choosing to make monthly payments, payment plans run from July through May. Monthly payments can be made on the 1st, the 10th or the 20th of every month as selected by the family. Any variations of these terms need to be authorized by the School's Controller. Also, families choosing the monthly payment plan must enroll in the automatic payment plan.
- IV. For families re-enrolling students in Notre Dame Schools, registration must be completed by February 28th of the preceding year. A \$75 enrollment fee (plus \$10 each additional sibling) must accompany the registration. If re-enrollment is not completed by February 28th, a \$150 enrollment fee (plus \$10 each additional sibling) will be charged and must accompany the registration. New students enrolling at Notre Dame Schools will be charged a \$150 enrollment fee at the time of registration (plus \$20 each additional sibling). Registration fees are non-refundable.

#### **II. PAST DUE TUITION PAYMENTS**

- I. Tuition is considered late if payment is not made by the date designated in your tuition payment plan. Should circumstances arise that may cause delay in payment, the School's Controller must be notified immediately so consideration for an alternate plan can be discussed. The Finance Office will work with your family to come up with a mutually agreeable arrangement.
- II. If your payment(s) remain past due for 30 days, the school will notify you that your payment is delinquent and needs to be made.
- III. If your payment(s) remain past due 60 days, the school will notify you that you have fallen behind. The school will make every effort to work with you to bring your payments back to the proper payment schedule.
- IV. If your payment(s) remain past due for 90 days, you will be given a final opportunity in writing to make arrangements to bring your account current. Failure to bring your account current will result in your child being removed from the school at the completion of the current marking period.
- V. A student will not be allowed to participate in extracurricular activities, including athletics, nor will the school honor transcript requests if an outstanding balance exists for 30 days.
- VI. If any part of the previously owed tuition is not paid by July 1st, the student will not be permitted attend school for the coming year. Registration forms and fees may be resubmitted after unpaid tuition is paid in full. All past due tuition, education fees, and athletic fees must be paid before the student will be allowed to attend school for the new school year. Personal checks will not be accepted for past due tuition during the month of June and again after August 15<sup>th</sup>.
- VII. In the event that tuition is left unpaid beyond 90 days, the school will refer your account to our collection attorney and you will be responsible for all collection related fees. In addition, once your account is submitted to our collection attorney, it is no longer in our hands to address.

### III. UNPAID TUITION AND FEES

- I. Student's records, including report cards and transcripts, will not be released until all tuition and/or fees are current. Twelfth grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full or appropriate payment plans have been approved.
- II. We realize that circumstances can change which could affect tuition payments. The school must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan can be worked out. The school is committed to working with all families who are experiencing any difficulty. Registration forms and fees will be held for those families that are past due with their tuition. Registration forms and fees may be resubmitted once all tuition is current.

### IV. TUITION REFUNDS

If a student leaves during the school year, the school will refund prepaid tuition on a prorated basis. For families eligible for a tuition refund the amount will be calculated based on semester. There is a minimum tuition for one semester (half the school year,) refunds will only be granted on a prorated basis. The refund amount will be calculated based on weekly enrollment starting with the second semester. A student enrolled for one day during the week is considered enrolled for the entire week. Discounts and financial aid previously taken/given for tuition paid in full and financial assistance will be deducted from any refund or prepaid tuition.

**\*This tuition policy does not apply to International Students.**

The Mission of Jesus Christ..."go therefore and make disciples of all nations...teaching them to observe all that I have commanded you."

**WE ASK FOR YOUR GENEROUS SUPPORT OF AND PARTICIPATION IN OUR MISSION...**The Notre Dame Schools of Utica carry out the mission of Jesus Christ bearing witness while proclaiming the Gospel message. Together with families and parishes, our schools provide an education rooted in the Gospel that is "living, conscious, and active" including values and ideas that are in accordance with the teachings of the Roman Catholic Church. We empower our students to live their faith with compassion, integrity, and respect for all life and the diversity of our world.

Our schools are faith-centered communities focused on promoting academic excellence while developing a strong moral conscience and embracing Catholic principles to enable students to meet lifelong challenges and demands in a rapidly changing world.

Your financial support will assist in offsetting the cost of educating students at Notre Dame Elementary School. Currently, the average per pupil cost is approximately \$11,000. As you can see from the tuition rate that is charged to our families, every student is subsidized by the school, the parish(es) and the Diocese. We depend on your prayerful support and appreciate your financial support. All contributions are 100% tax deductible.

\_\_\_\_\_ Yes, I wish to contribute \$\_\_\_\_\_ and will pray for the students and staff of Notre Dame Elementary School. My contribution will be added to my tuition statement.

\_\_\_\_\_ I will pray for the students and staff of Notre Dame Elementary School, however, I am unable to make a financial gift at this time.