

REGISTRATION TUITION & FEES (See Tuition Agreement)

ADMISSIONS AND REGISTRATION PROCEDURES

Approved by the School Advisory Council on February 6, 1991; Revised December 1995; April, 1996, and Jan. 2000.

Entrance Requirements

New families wishing to register at St. Therese School or place their name on a waiting list must meet with the principal in order to have a clear understanding of the expectations that the school has for students and families and to determine if St. Therese School meets their needs. There will be a six-week probationary period to assure proper academic and social placement.

Oregon State law requires all students entering kindergarten to be at least five years old on or before September 1 of the year of enrollment. Early entrance evaluation is not done at St. Therese School, but may be available through your local public school district. Any student who may be admitted prior to their 5th birthday will be subject to a 90-day probation period.

Definition of terms:

Registration refers to the formal process of registering students at St. Therese School.

Qualifying Family refers to a family who is registered and participating in St. Therese Parish or a non-school Catholic parish, worships regularly and contributes financially through regular use of parish envelopes for a period of at least one year. The pastor may make exceptions to the one-year requirement.

Guidelines for acceptance:

When St. Therese is unable to accept all families in a given category, a family will be prioritized on the basis of active parish participation, and how long the family has been registered in a parish, as evidenced by the Parish Approval Form. Once a family is enrolled at a certain priority, they will not be asked to leave, even if another family of a higher priority applies at a later date.

Transferring Students

The following guidelines have been established for students transferring to St. Therese School from another school.

1. All registration forms must be completed and turned in to the school office.
2. Registration fees, which are non-refundable, are due with the registration forms.
3. Parents are to set up an interview with the principal, stating the reasons why they want to transfer their student.
4. Students need to spend a full day at the school (when possible)
5. Students are to interview with the teachers (when possible) and principal to articulate their desire to attend St. Therese School and agree to the expectations of the school.
6. Priority is given to students transferring from Catholic schools, however, prior tuitions, fees or fines, must be up to date with the prior Catholic school. Verification will be made.

7. Requests for student records should be submitted (permanent student records, cumulative grades, and immunizations records.)
8. Pro-rated tuition must be arranged through the school Bookkeeper.

After a student has been accepted, there will be a probationary period of 90 days. If a student does not maintain a "C" average in all subjects and/or demonstrate acceptable behavior according to St. Therese standards, the student may be asked to find an alternate academic placement.

Admission to St. Therese Parish School shall be determined by the following priority listing:

1. Currently enrolled students whose tuition is current.
2. Siblings of currently enrolled students whose tuition is current
3. Qualifying St. Therese families.
4. Qualifying families from other parishes.
5. Non-qualifying families on a first come, first served basis.

Waiting Lists

If a class or classes are filled, families wishing to apply for those classes may place their name on a waiting list.

Families wishing to be placed on a waiting list for filled classes may do so during or following the registration period held the year or expected enrollment. Families on the waiting list will be placed in available openings according to the admission priorities listed above. Should two families be vying for the same space, they will be placed according to priority first and date of application second. To be placed on a waiting list a family must have prior approval from the principal and:

- Complete the Registration Forms
- Pay the current Registration Fee*

*The Registration Fee will be refunded if a family removes their name from the waiting list, or if the school is unable to place a child in a class.

FAIR SHARE

The Fair Share Program, which was established at St. Therese School in 1980, provides an opportunity for families to become involved in furthering Catholic education. It was established to provide supplemental economic support needed for a successful educational program. "Fair Share" is any combination of TIME/TALENT/TREASURE. A family completes a Fair Share commitment form annually, at the time of registration.

Time: is help in various fund raising projects, school activities and committees. Currently each family gives a minimum of 40 hours in activities that provide a service that would otherwise be an expense to the school. Because the auction proceeds are 80% of the Parents' Club obligation to the school budget, each family **must give** at least 10 of their required hours to the AUCTION, and beginning with the 2003-2004 school year, each family must also donate or procure \$100.00 worth of goods or services for the auction.

Talent: is sharing a talent, working on group or individual projects for the school that the school would have to have contracted such as doing electrical work, plumbing, carpentry, painting, etc.

Treasure: is donating money or the equivalent in supplies, merchandise, building materials, etc., that the school would have to purchase if it wasn't donated. Each family has the choice to contribute \$600.00 or donate \$600.00 worth of goods if they are not giving 40 hours of time. A \$15.00 donation equals 1 hour of Fair Share credit. Beginning in the 2003-2004 school year, money and item donations to the auction, class baskets and bottle booth will now be logged under Auction Donations rather than Auction Hours.

MATCHING GIFTS

Many corporations match, double or triple monetary gifts made by their employees to non-profit organizations. Matching gift forms are available in the personnel office of participating firms. The St. Therese Development Office will be sending out a list of these companies when it becomes available. In the interim, please check with your firm's personnel office.

TUITION

Tuition rates vary for Qualifying or Non-Qualifying Families (see definition under Admission Procedures) as well as the number of family members in attendance. Current year rates are available on the Tuition Agreement Form, or by calling the school office.

Tuition payments are due by the 15th of each month beginning in May and ending in April. A late fee of \$15.00 is charged if the tuition payment is not received by the 24th of each month. Only those students whose tuition for the previous school year is paid-in-full will be admitted to class on the first day of school in September. At the trimester the Tuition Review Committee will review accumulated book fines, past due tuition, late fees, etc. Grades may be held until payments are current or in serious situations students may be denied continued enrollment.

Application/Registration/Book Fee is required per student, per year and is due with the registration form. This fee is non-refundable, unless the school is unable to place a child in a class.

TUITION ASSISTANCE

Tuition assistance is available in a variety of ways. There are foundation monies, grants, Archdiocesan assistance, and possible private funds available through the student's home parish, parents' work place, etc. It is the parents' responsibility to seek out information, if desired, for tuition assistance. Parents should contact the St. Therese bookkeeper or principal for information on programs available through the school for financial aid. Financial aid forms must be complete and submitted by the date specified for the particular fund.