

Saint Kevin School

Warwick, RI

2018-2019 REGISTRATION FORM

GRADES K – 8

Date of Registration: _____

The tuition for the school year 2018-2019 is as follows: (Pending budget approval from the Diocese of Providence)

PLEASE NOTE: Per student costs far exceed the tuition rates for each student. The actual per student cost is \$6800. You may make a tax deductible donation to the school based on the difference between the actual cost per pupil and the tuition fee.

PARISHIONER **BUDGET # MUST BE GIVEN** _____

PLEASE PRINT

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>YEAR</u> <u>2018-2019</u>	<u>TUITION</u>	<u>DATE OF BIRTH</u>
First Child _____	_____	Grade _____	\$4410	____/____/____
Second Child _____	_____	Grade _____	\$4160	____/____/____
Third Child _____	_____	Grade _____	\$3900	____/____/____
Fourth Child _____	_____	Grade _____	\$3900	____/____/____

NON-PARISHIONER RATES

PLEASE PRINT

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>YEAR</u> <u>2018-2019</u>	<u>TUITION</u>	<u>DATE OF BIRTH</u>
First Child _____	_____	Grade _____	\$4800	____/____/____
Second Child _____	_____	Grade _____	\$4600	____/____/____
Third Child _____	_____	Grade _____	\$4300	____/____/____
Fourth Child _____	_____	Grade _____	\$3900	____/____/____

TUITION INFORMATION – 2018-2019 – SAINT KEVIN SCHOOL

TUITION PAYMENTS: Tuition invoices will be emailed to you on the first school day of each month from August 2018 to May 2019. Please notify us at the Email address below if you do not receive a monthly invoice.

Payments are due at the office starting on August 15, 2018 and every 15th of the month until May 15, 2019. You are paying, for each school month, 15 days in advance, from September to June.

FIRST TUITION PAYMENT REQUIRED: If you are registering your student(s) after August 1, 2018, you are required to make the first tuition payment with a Registration Form.

Advance Payments of any amount may be made during the school year to reduce, or pay off, your tuition balance.

PAYMENT POSTING DATE: All payments received during a given week are deposited on Friday morning. The Friday date will be recorded as the date of payment (not check date) on your invoice. Please do not send us post-dated checks. We cannot hold them.

If you anticipate that your monthly payment will be late, please email us at the email address below.

TUITION ASSISTANCE: Please advise us on the Registration Form if you are the recipient of tuition assistance from the Diocese (FACTS) or if you will receive tuition assistance from your parish or other sources.

If you anticipate being unable to make payments according to the payment schedule on the Registration Form, please indicate so below the payment schedule and explain on the reverse side of the form. You may also contact us prior to June 1, 2018 at the Email Address below so that we can devise a plan that will keep your payments current for the school year.

If you are unable to pay the required amount of annual tuition, please contact Father Marciano prior to the beginning of the school year. If you are a non-parishioner, please contact the pastor of your parish.

PAST DUE NOTICE: If you receive a Past Due Notice, you are asked to respond immediately.

BOOK/MATERIAL FEE: Payment of Book/Material fee is required for each student per Registration Form schedule.

GIFT CARDS and Blue Tuition Cards are redeemable as a tuition payment at any time during the school year. Please address all questions regarding these programs to Mrs. Almanzar at the school office.

QUESTIONS: If you have any questions regarding tuition, now or during the school year, the best way for a quick response is to Email the Tuition Office, stkevin.tuition@gmail.com. If you send us a note with payment, it could take up to two weeks before you receive a response.

EMAIL ADDRESS: Your correct Email address is very important to us since your monthly invoice and important messages will be sent via Email. If you change your Email address during the school year, please notify the School Office immediately. Do not give us Email addresses that you rarely check. If you submit more than one Email address with the Registration Form, please indicate the Email address where you would like the Tuition invoice sent.

If another person is paying your student's tuition and they require a monthly invoice, please give us that person's information including Email address, if applicable. If you/they do not have an Email address, we will mail the invoice to the home address.

We recommend that you keep a copy of the Registration Form and Binding Tuition Contract along with this information letter for reference throughout the school year. Thank you, in advance for your cooperation.

Mail Payments To: Saint Kevin School Tuition Office, 39 Cathedral Road, Warwick, RI 02889, or drop off your payment (check or cash) at the School Office. EMAIL ADDRESS: stkevin.tuition@gmail.com.

SCHOOL CONTRACT

I would like to reserve a place for my child (children) at Saint Kevin School for the 2018-2019 school year. It is understood that my child (children) will be enrolled for the school year and that I am liable for tuition and all other expenses incurred for the 2018-2019 school year.

I/We do hereby enter into agreement with Saint Kevin School and I/We, the undersigned parent/guardian, will comply with the school's rules and regulations and I/We accept those decisions by the administration as stated below.

Please Print Clearly

Parent/Guardian: _____

Address: _____ P.O. Address: _____

City: _____ State: _____ Zip Code: _____

Home Tel: () _____ Cell Phone: () _____ () _____

The following must be signed or the Registration will be returned.

8-MONTH CLUB: Because Saint Kevin School has not increased the tuition for the School Year 2018-2019, all families are required to participate in the 8-Month Club.

I/We agree to the required participation in the Saint Kevin School **8-Month Club** for the School Year 2018-2019.

**Signature(s): (1) _____ (2) _____

FUNDRAISING: I understand the need to fundraise and agree to abide by the terms set by Saint Kevin School.

**Signature(s): (1) _____ (2) _____

SCHOOL PHOTOGRAPHS: At various times, photographs are taken of our students. I/We give permission for my/our child/children's pictures to be used for the newspapers and for other materials associated with Saint Kevin School. The photographs become the exclusive property of Saint Kevin School and will not be used by any other purpose that intended as stated.

** Signature(s): (1) _____ (2) _____

Registration and Fees

\$75 per Student - Max \$150 per Family

****NOTE:** Registration cannot be processed without payment.

Full payment of **Book Fee** may also be paid with registration.

If registering on or after August 1, 2018, the first tuition payment is due with registration.

OFFICE USE ONLY

Check No: _____ Check Date: _____ Total Amount paid this date: \$ _____

Breakdown: Reg. Fee: \$ _____ Book Fee: \$ _____ Tuition Payment: \$ _____

TUITION CONTRACT and INFORMATION

Please indicate your payment choice.

PAYMENT PLAN

PAYMENTS ARE DUE

_____ Full Payment:	August 15, 2018
_____ Semi Annual:	August 15, 2018 January 15, 2019
_____ Quarterly:	August 15, 2018 October 15, 2019 January 15, 2019 April 15, 2019
_____ 10 Monthly Payments:	Due on the 15 th of each month 1st payment due August 15, 2018 – Final payment May 15, 2019

Invoices are sent by "Email" on the 1st of each month. Payment is due on or before the 15th of each month. If you do not receive a monthly Statement/Invoice you are still required to make your monthly payment on time.

If you choose one of the first 3 options, and you do not pay per requested payment plan, your account will be automatically revised to the 10 Monthly Payments Plan.

Method of Payment: Cash/Check/Credit or Online/Money Order paid at the School Office. Send payment to Saint Kevin School Office, 39 Cathedral Road, Warwick, RI 02889 or pay online at the parish website, saintkevinri.org, "Parish Giving".

Gift Cards: Filled Blue cards from gift card purchases are the same as cash and may be used as part of a tuition payment.

Tuition Office Email Address: stkevin.tuition@gmail.com

TUITION ASSISTANCE: Receiving assistance from the Diocese in the amount of: \$ _____.
Receiving tuition assistance from a Parish or other source: Parish/Other _____ Amount: \$ _____

BOOK FEE: \$70.00 per student. Every student is required to pay the Book Fee.

Please indicate your choice:

_____ Full payment with registration _____ Full payment in Oct.. 2018 _____ 7 monthly installments Oct 2018 – Apr. 2019

Person(s) responsible for tuition payments: (Please Print Clearly)

(1) _____ (2) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone – Home or Cell: () _____

Send Tuition Invoices to the following Email Address (s) (Please Print Clearly)

(1) _____ (2) _____

SAINT KEVIN SCHOOL DELINQUENT TUITION POLICY

When tuition payment is delinquent by 30 days, parents, or guardians will receive a dated written notice requiring them to contact the school immediately. If contact fails and/or payment is not received within two weeks after date of notice, Saint Kevin School will contact the parents, or guardians to arrange an appointment to determine a plan for payment of tuition. If the parents, or guardians fail to attend the scheduled appointment, the student(s) will not be allowed to continue classes. The student(s) will not be allowed to return to class until their tuition account has been paid and brought up to date.

If a student(s) account goes into delinquency a third time during the school year, the parents, or guardians may be required to withdraw the student(s) from the school permanently. Should this action be required, written notice of the date of withdrawal will be sent to the parents or guardians by Saint Kevin School and delinquent accounts may be subject to legal action or handed over to a collective agency.

If there are circumstances where a family cannot follow the above-mentioned policy, contact should be made with Father Marciano to work on an alternative payment plan.

Providence, RI Diocesan policy prohibits Catholic Schools in the Diocese from registering students from other Catholic schools with delinquent accounts I/We have read the above and understand the policy. Signature of Parents, or Guardians is required:

(1): _____ (2) _____

Saint Kevin School
39 Cathedral Road
Warwick, RI 02889
stkevinschool@aol.com
401-737-7172

Dear Parents:

Welcome to Saint Kevin School. Our mission is to provide our students with a Catholic education that fosters a child's growth and development in all aspects of a child's life. First and foremost, we believe that parents are our partners in education. Prior to entering school, you have provided them with learning opportunities and experiences that will shape their learning and personal growth process. It is our vocation to build on that experience and provide your child with the best education possible in a loving, Catholic environment.

We believe that children learn best in a structured, nurturing environment where everyone is treated with respect and love. We recognize that all children are capable of learning and their God given gifts and talents need to be recognized and developed. Our teachers are committed to providing the means and the opportunities to learn according to current educational practices in using our technological equipment for optimal learning experiences.

Our Parent School Organization is active and encourages you to come to their meetings and attend the "fun" raising events. We also have fundraisers to help defray the cost of tuitions or provide activities or materials and enhance our school's curriculum. We need your hands and ideas to continue to provide these kinds of programs and raise funds for our school.

The material in this packet is comprehensive in scope and should be read carefully so that you are aware of the many opportunities we have here at Saint Kevin. Please meet with the teachers, speak with our parents and tour the school so that you can experience our school's special learning environment.

If you have any questions or would like to schedule a day visit for your child, please do not hesitate to call. If I can be of further assistance, please let me know.

Sincerely,

David M. Irving
Principal

