



WELCOME TO ST. THOMAS THE APOSTLE SCHOOL!

ADMISSIONS PROCESS

APPLICATION

1. Complete the **St. Thomas the Apostle School Application Form** and submit to the main office.
2. **Visit and Shadow** Arrange for a visit to tour the school and meet the principal. We encourage families to consider arranging a shadow day for their children.
3. **Recommendation Forms** St. Thomas the Apostle will reach out to your child's current school for a letter of recommendation from their current teacher or principal. You must provide address information.
4. **Records and Documents** Provide original or certified copy of your child's birth certificate, latest report card, latest standardized test scores (for example, ISAT, ASPIRE or NWEA MAP), and baptismal certificate if the child is Catholic.
5. **Parent Interview** At the discretion of the Principal following the submission of forms, a parent/student meeting and/or a student shadow day may be scheduled.

ACCEPTANCE

1. **Review** Once the application process is complete, school administration will review your child's application file. Siblings of currently enrolled students are given priority in the registration process.
2. **Notification of Acceptance** Families receive a formal letter of acceptance from St. Thomas the Apostle.
3. **Registration Materials** Families receive a packet of registration materials to be completed and submitted along with Registration and Material Fees in order to secure the child's enrollment. Enrollment is not finalized until all documents and fees are submitted to the school office. We urge families to complete the process as soon as possible.

REGISTRATION

1. **Complete Documents** Submit all of the following documents with required signatures in one envelope:
 - **Parent Agreement Form**
 - **Parent Certifications Form**
 - **Emergency Card**
 - **Medication Information Form**
 - **Immunization/Physical Examination Form** - Complete both *front and back* of the form. It must be signed on both sides by a *physician*. Parents complete the "Health History" section and sign.
 - **Dental and Vision Exam Forms** are required for **all K-8** new students. Please be sure the dentist *signs* and dates this form.
2. **Register on FACTS** Register on FACTS Tuition Management System at:
<https://online.factsmgmt.com/signin/41YRC>
3. **Pay Fees** Payment of the registration and materials fees indicates that the child will be enrolled and assigned to a classroom. Payment can be made by cash, check (payable to St. Thomas the Apostle School) or credit card in the school office. These fees are non-refundable and non-transferable.
4. **Receive a tuition and payment schedule** The first payment should be made within two weeks.
5. **All new families are required to attend a New Parent Meeting prior to the start of the school year.**

Registration is final ONLY when all completed documents and initial payments are received.

Note Regarding School Policy Regarding Immunizations and Health Examinations

St. Thomas the Apostle School requires that all students be properly immunized pursuant to the provision of the State Health Department regulations. The school also requires that all students receive a health examination in accordance with the State Statute and Department of Public Health.

Students who do not meet the immunization, health examination, dental and vision requirements on the opening day of school, or complete any lacking immunizations by September 15th, will be excluded from school in accordance with school administrative procedures.

AGE REQUIREMENTS

- **3-year-old Pre- Kindergarten** Child must be 3 years old by September 1st of the current year
- **4-year-old Pre-Kindergarten** Child must be 4 years old by September 1st of the current year
- **Kindergarten** Child must be 5 years old by September 1st of the current year
- **First Grade** Child must be 6 years old by September 1st of the current year

FINANCIAL INFORMATION FOR 2017-18

SCHOOL FEES	Pre-Kindergarten	K-8
Registration Fee	\$195 per student	\$195 per student
Materials Fee	\$400 per student	\$400 per student

1. Registration and Materials Fees are NON-REFUNDABLE and NON-TRANSFERABLE.
2. Registration and Materials Fees are due after a new student has been ACCEPTED and at re-registration for returning students.
3. Students may not begin attending St. Thomas the Apostle until registration and materials fees are paid and all registration materials have been submitted.

TUITION	Pre-Kindergarten	K-8
One Child	\$6,450	\$5,975
Two Children	\$12,800	\$10,675
Three+ Children	\$19,000	\$15,575

1. Tuition payments are due on the first or 15th of each month only. Late fees are assessed after 14 days.
2. Tuition is paid only through FACTS financial management system.

EXTENDED CARE FEES	\$1.50 PER 15 MINUTES OR ANY PART OF 15 MINUTES PER STUDENT. Late pick-up fee is \$2.00 <i>per minute</i> . Payment is due to FACTS upon receipt of invoice. Late fees apply. Extended Care requires a separate application.
HOT LUNCH PROGRAM	Cost of lunches is determined annually and announced in the Spring for the following year. Orders and payments are due a month in advance.
GRADUATION FEE	Parents of Eighth grade graduates pay an additional \$315 fee by April 1 st through FACTS. Students are excluded from all graduation activities until ALL fees are paid in full.
FACTS FEE	The \$40 FACTS fee is INCLUDED in the Registration Fee for <u>one</u> tuition account. Additional accounts will be paid for by the applicant.
FACTS FINANCIAL AID APPLICATION FEE	\$25 paid directly to FACTS at the time of application for financial aid.

FINANCIAL OBLIGATIONS

1. All fees must be current every month. Student Exclusion from school is required for those whose accounts are not up-to-date with Tuition and Extended Care.
2. All financial obligations must be met before a final report card is issued.
3. All financial obligations must be met before an official transfer of school records will be sent.

APPLICATION FOR FINANCIAL AID for 2017-18

Financial aid is available. To apply for TUITION financial aid, please complete the following steps.

1. Register as a school family on FACTS at: <https://online.factsmgmt.com/signin/41YRC>
You will receive an applicant ID number at that time.
2. Complete an application online at www.factsmgmt.com/aid
3. Provide supporting documentation to FACTS Grant and Aid Assessment by:
 - PDF format online (preferred)
 - Mailed to: FACTS Grant and Aid Assessment
P.O. Box 85254
Lincoln, NE 68501-2524
 - Faxed to 1-865-315-9264
4. Be certain to include the applicant ID on all faxed or mailed correspondence.
5. Include payment of \$25 for the assessment of eligibility for financial aid.
6. If you have any questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 1-866-441-4637.

Required Documentation for Financial Aid includes at least one of the following:

1. Copy of your most recent Federal tax forms including all supporting tax schedules.
2. Copy of your 2016 W-2 forms for both you and your spouse.
3. Copy of supporting documentation for Social Security income, Welfare, Child Support, Food Stamps, Workers' Compensation and TANF.

Timeline for Financial Aid Awards

1. The Application Process for Financial Aid for 2017-18 begins on January 17, 2017.
2. The Application Process remains open until October 15, 2017.
3. Awards of Financial Aid are based on family NEED and the availability of funding. The FACTS Office reviews each application and recommends the amount of financial need for which a family is qualified.
4. STA Scholarship Committee members review the FACTS report and determine the amount of Financial Aid the school can award at that time.
5. Scholarship funds are limited; the earlier a family applies for assistance, the greater the assurance of *available* Financial Aid.
6. St. Thomas the Apostle Scholarship Committee will meet to determine awards in March, May, June, July and August. Families will be notified about any award after these meetings in a letter sent via mail.
7. Families receive a mailed message within two weeks of the deadline decisions. The announcement requires a parent signature of agreement and acceptance.
8. Awards of Financial Aid are given to families who meet the pre-agreed terms and conditions (see next page).
9. Awards may be revoked mid-year if the family does not comply with the required terms and conditions.
10. Financial Aid is reflected on a family's FACTS account at least 20 days *after* the award is given.
11. Financial Aid is determined annually. It does not renew automatically.

FINANCIAL AID TERMS AND CONDITIONS

In accepting an award of financial assistance to attend St. Thomas the Apostle School for 2017-18, the family agrees to the following terms and conditions:

- We agree to make timely monthly tuition payments of the amount billed to our account.
- We understand that failure to make timely payments toward our financial account may result in our children being restricted from participation in after-school activities, sports or field trips, and that they may face exclusion days from the school.
- We accept the responsibility of seeing that our children arrive for the school day on time.
- We accept the responsibility of seeing that our children attend school on a regular basis.
- We accept the responsibility of seeing that our children complete homework assigned on a timely basis.
- We agree to cooperate and work with the school administrators in matters of discipline.
- We agree to support the teachers and administrators and the philosophy of St. Thomas the Apostle School.
- We agree to participate in educational, social and fundraising events for St. Thomas the Apostle School as described in the Parent-School Handbook.
- We agree to perform 20 service hours as required of all STA families.
- We agree to maintain this award in confidence.

We understand that failure to fulfill any of the above listed conditions may result in the loss of our financial assistance award for the 2017-18 academic year.

FINANCIAL AID RESOURCES

The following resources contribute to the pool of monies available for awards. The available funds for Financial Aid vary from year to year.

- Named Honorary Scholarships
- St. Thomas the Apostle Endowment Fund
- Alumni & Friends Scholarship Fund
- St. Thomas the Apostle Parish Gifts
- Various Scholarship Organizations including Big Shoulders (which require special written requests from the principal, documentation and additional requirements of the family)
- Donor Gifts (occasional)

St. Thomas the Apostle School does not discriminate on the basis of sex, race, color or national origin in the administration of admissions and educational policies, financial aid or other school-related activities.