

ST. MARK CATHOLIC SCHOOL

STUDENT RE-ENROLLMENT PROCESS – 2010-2011 SCHOOL YEAR

St. Mark Parents/Guardians,

St. Mark School is making plans for next year. In order to effectively make projections for our school, it is imperative that we understand each family's plan for student re-enrollment. Please review this document carefully, as there are significant changes to the re-enrollment process. Please direct any questions to Mrs. Erling at 452-2800 ext 241.

RE-ENROLLMENT OVERVIEW

- Current St. Mark School students receive the highest priority for enrollment in the 2010-2011 school year. All current student re-enrollment requests are processed before new students are admitted.
- In order to be considered for re-enrollment, parents **MUST complete and return Re-enrollment Forms by February 8, 2010 AND have fully paid any tuition and fees due to this date**, or have entered into a written alternative payment arrangement with St. Mark School's billing office.

RE-ENROLLMENT PROCESS – FEBRUARY 2010

Items listed below **must be completed, and forms returned to St. Mark's school office by February 8, 2010. Failure to do so will result in your family forfeiting re-enrollment priority.**

1. **Complete and return the St. Mark School Payment Agreement Form.** As indicated on the Tuition Payment Agreement Form there are multiple payments options. **All families choosing Options 2 - 4 MUST provide banking or credit card information with their Payment Agreement Form.**
1. **A \$500 Family Registration Fee must be paid by April 20, 2010 or May 5, 2010 (depending on draft date).** The registration fee will be applied towards your 2010-2011 tuition balance. Indicate your method of payment in your Payment Agreement.
2. **Complete and return the Parish Participation Form,** if you want to be considered for active parishioner tuition rates. **If you are not a St. Mark parishioner, you must get your form SIGNED by an authorized member of your parish in order for the form to be valid. If this form is not returned, and/or if your participation cannot be verified, you will not be eligible for the active parishioner tuition discount.**
3. **Current year tuition, after-school fees and lunch fees must be paid in full.** Please contact the St. Mark School billing office (ext. 240) by 2/5/2010 if there is an issue with payment.
4. St. Mark School reserves the right to accept or decline a request of enrollment. The school's decision is final.

Please return your registration materials in a sealed envelope marked 'Confidential', or return directly to the office. We will handle all enclosed materials with the utmost care and confidentiality.

ADDITIONAL INFORMATION

- **Re-enrollment requests that occur after the initial February re-enrollment process will not qualify under the Admission Priority Level sequence. This means current students FORFEIT their top priority level if the Re-enrollment Request form is received after 2/8/2010.**
- Any family that did not submit their forms by 2/8/10 can request re-enrollment. If space is available, the re-enrollment request will be processed. If space is not available, the student will be placed on a waiting list.
- If you have any extenuating family circumstances that impact your re-enrollment decision, please discuss with the Principal as soon as possible.
- If there is another sibling you want to enroll in 2010-2011, **you must submit a new student application for that child.** Application materials can be found at St. Mark School's website, or you can request a copy from our front office. **New student applications are due on or prior to February 8, 2010.**

STUDENT TUITION/FEE SCHEDULE

2010/2011 tuition fees will be finalized in **March, 2010**. Rates in effect for the current year are provided below, **for planning purposes only**.

2009-2010 STUDENT TUITION SCHEDULE

\$4,650	1st child of registered, active, contributing parishioner of a Diocese of Raleigh parish **
\$6,050	1st child of all others
Multiple child tuition rate discounts: 2nd child: \$500 discount; 3rd child: \$1,000 discount; additional siblings (4th, 5th, etc.): \$1,500 discount	

**** NOTES**

- A registered, active, contributing parishioner is one who has been **registered** with a parish for the last 12 months, has contributed financially to their parish offertory in a regular and identifiable way, attends Mass at their parish regularly, and shares their time and talent with their parish. Note: Financial contributions must be made through edebits, parish envelopes or checks, at least monthly. **A Catholic parish participation form signed by the Pastor or other authorized individual is required for annual status verification.**

TUITION ASSISTANCE

There are limited registration/tuition assistance funds available. In order to qualify for tuition assistance, families **must** use the F.A.C.T.S. program **by February 15, 2010**, to determine eligibility. **All supporting documentation required by F.A.C.T.S. MUST be submitted on a timely basis.** Please contact Mrs. D or Mrs. Erling for further details.

Thank you for your support of St. Mark School. We are looking forward to a great 2010-2011 school year, and will work hard to ensure your child continues to receive a top-notch Catholic education in a safe, caring environment.