

ADMISSION POLICY

Any student transferring to St. James School from another school in grades K-5 is required to have a family conference with the Principal before official registration. He or she will spend at least one day, if possible, at St. James School for assessment before acceptance is determined. Admission of the student is at the discretion of the Principal after conferring with references at previous schools and careful examination of school records.

- Admission will be on a probationary period of twelve weeks or one trimester. Probation will be based on academic and/or behavioral performance. Records of prior behavior will be considered.
- Students are expected to be able to perform at or above grade level.
- Students are expected to uphold St. James School behavioral standards as outlined in the handbook.

ADMISSION PRIORITIES & REGISTRATION GUIDELINES

Families wishing to enroll their children for the following school year must complete registration materials in a timely manner. All registration cards will be time and date stamped upon delivery to the St. James School office. In order for registration to be complete, the \$125 fee must accompany the completed forms. The fee is not refundable under any circumstance.

Registration Dates:

March 13, 2009: Current St. James Families and Parishioners

March 19, 2009: Registration opens to the community

To be registered, the following items must be returned to the school office:

- Registration form - one for each student
- \$125 Registration fee
- Vanco enrollment form (or indicate plan to pay in full by June 26, 2009)
- Signed Parent Service Hours contract
- Parishioner status form signed by Fr. Terry O'Connell (if you wish to receive Parishioner status)
- Copy of birth or baptismal certificate
- Current immunization record

Tuition Rates for 2009-2010:

# of Children	Full Tuition Rate (Non-Parishioner)	Tuition Rate (Parishioner)
3 year old Preschool	\$950 (\$95/month)	\$950 (\$95/month)
4 year old Preschool	\$1,250 (\$125/month)	\$1,250 (\$125/month)
Grades K-5 1 child	\$5,603 (\$560.30/month)	\$4,011 (\$401.10/month)
2 children	\$10,060 (\$1,006.00/month)	\$7,385 (\$738.50/month)
3 children	\$13,430 (\$1,343.00/month)	\$10,123 (\$1,012.30/month)

All tuition payments (preschool – 5th grade) are divided into 10 monthly payments, September-June.

Tuition Payments (Preschool - 5th Grade):

St. James School will use Vanco for monthly tuition collection. An enrollment form is included with your registration information. Please return the Vanco form with all other registration materials.

Parents may choose to pay the full year's tuition directly to St. James School by **June 26, 2009**, and receive a 5% savings (applies to Kindergarten through 5th grade only). If you receive tuition assistance and wish to pay in full by June 26th, the 5% discount does not apply.

Tuition Assistance:

Tuition assistance applications are available in the school office. An outside financial assistance processing firm (F.A.C.T.S.) processes all applications (due March 31st). After processing, all of the applications received will be ranked according to need. All information supplied by families will remain confidential. Our School Advisory Council continues its commitment that St. James School be available to all who wish to enroll their children at our school. We encourage families needing assistance to fill out the tuition assistance application. Families who apply for assistance will be notified of their tuition grant amount by June 26th.

Parishioner Status:

In order to qualify for the parishioner tuition rate, a family must:

- Be registered at St. James Parish and attend church in the parish
- Give identifiable financial support to the parish (use envelopes)
- Make an appointment and meet with Fr. Terry O'Connell to confirm parishioner status and sign off on the parishioner status form
- For registration to be considered complete, all families who wish to receive Parishioner status must have a signed form on file in the school office with all other registration materials.

If you have any further questions, please do not hesitate to call the office at 503-472-2661.

We look forward to serving you and your children in the coming school year.