

Our Lady of Perpetual Help School  
Registration and Tuition Responsibilities Agreement  
2021-2022

Welcome to Our Lady of Perpetual Help Catholic School. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education.

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- To understand and support the religious nature of the parish and school mission with Mass attendance and worship on Sundays and Holy Days
- To practice stewardship – which is to give of time, talent, and treasure for the benefit of the parish community
- To meet financial obligations in a timely manner
- To support the fundraising efforts of the parish and school and to understand that the tuition and fees do not entirely cover the cost of education
- To provide children with rest, routine, breakfast, and a punctual beginning to each school day
- To be a partner with the parish and the school in the education of your child
- To discuss concerns and problems with the person(s) most directly involved
- To be as actively involved as you can be in the life of the parish and the school and to volunteer assistance when possible
- To promote your school and to speak well of it to others

### Admissions

Our Lady of Perpetual Help School does not discriminate on the basis of race, sex, national origin, or religious affiliation. The State of Tennessee laws with respect to the age of students are followed. Kindergarten students shall be no less than five years of age on or before August 15<sup>th</sup> of the current school year (T.C.A. § 49-6-201). Accordingly, children entering the PreK-3 and PreK-4 programs must be three years old and four years old on or before August 15<sup>th</sup> of that year. Additionally, three-year-old students (students seeking enrollment into the PreK-3 classroom) must be fully toilet trained before they are allowed to enter the program. PreK-1 students must be one year old by August 15<sup>th</sup> and be walking, and PreK-2 students must be two years old by August 15<sup>th</sup>.

Before being considered for admission, each student must have completed the online application and have paid the Application Fee. A pre-enrollment screening will be conducted by the teacher, principal, or guidance counselor to ensure that each child is placed appropriately. Academic transcripts and parish verification forms will be required for transferring preschool, kindergarten, and elementary school students. After admission, parents will be required to supply health and immunization records in accordance with the regulations of the Tennessee Department of Education (T.C.A. § 0520-01-03-.08). Students must be fully

immunized before beginning school at OLPH. OLPH does not admit students under a religious exemption for immunization.

Students are required to register annually. All accounts must be in good standing prior to registration for the next school year.

### Waiting List New Students

A waiting list will be established.

The waiting list will be maintained according to the following guidelines and priorities:

1. A completed application form must be on file and the application fee must be paid. Names will be accepted for the waiting list up to one year prior to the start of the school year.
2. Siblings of children already in the school will be given preference.
3. Family is registered and a contributing member of OLPH parish through regular and consistent worship, time, talent, and sacrificial offering of treasure to offertory collections.
4. Family is registered in a Catholic parish and is a regular contributing member with parish verification.
5. All other applicants will be ranked in order of application submission date.

### Waiting-List Presently Enrolled Students

In order to maintain required pupil/teacher ratios, presently enrolled students will be accepted in PreK-1, PreK-2, PreK-3, PreK-4 and Kindergarten according to the following guidelines and priorities:

1. Siblings of children already in the school will be given special consideration.
2. Family is registered and a contributing member of OLPH parish through regular and consistent worship, time, talent, sacrificial offering of treasure to offertory collections.
3. Parents actively participate in Home and School.

### Tuition

As mentioned under the Parental Responsibilities section and as stated in the Parent/Student Handbook, families are expected to practice stewardship- which is to give of time, talent and treasure for the benefit of the parish community.

Each year, tuition and fees at Our Lady of Perpetual Help School are determined by the Pastor after consultation with the Principal and the Parish Finance Council. It is important to recognize that tuition and fees cannot cover the entire cost of operating the school. As outlined below, there can be additional surcharges depending on your family's status with the parish.

OLPH or Other Catholic Parish Contributing Parishioner

The contributing parishioner rate is given to families who are worshiping and contributing members of a Catholic parish. For a family to be considered contributing parishioners at a parish, they must meet these criteria:

1. Family is registered at a Catholic church.
2. Student to be enrolled is baptized.
3. Family regularly attends Sunday and Holy Day Mass and contributes sacrificially to offertory collections, with the use of a parish envelope, electronic means, or check. The use of envelopes, electronic means, or checks assists the Parish in verification. If you have any questions about your status, please contact the Parish Finance office. If you are a registered member of OLPH parish and in need of envelopes, please contact the parish receptionist in the parish office at 901-754-1204, Ext. 325.
4. Family supports the fundraising efforts of Parish and school.

All Catholics of another parish must obtain a form from the OLPH School office to take to their Pastor for verification of status in their parish.

Non-Contributing Catholic and Non-Catholic Families

Tuition for all Catholics who are not contributing members of a parish and for non-Catholic families will be an additional \$1000.

The Pastor and Principal reserve the right to request verification of status at any time.

A \$500 discount for each additional child enrolled (2<sup>nd</sup> and 3<sup>rd</sup> Child) will be applied. “Three-and-Free” - If three children are enrolled at OLPH, the 4<sup>th</sup> and subsequent children enrolled at OLPH will receive “free” tuition; there will be no other discounts applied to the family tuition.

A \$500 discount will be applied when a new family you referred registers and enrolls.

A \$150 deduction per student will be given if tuition is paid in full by August 20, 2021.

Please inform the Principal or parish finance office as soon as possible if there are any financial problems. Communication is essential in the event of special family considerations. The school is anxious to work with you to the best of its ability to resolve any problems.

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Fees

Fees will include the following:

1. *Application Fee* - due with initial application (\$75 per child). This is a non-refundable fee for the processing of materials.
2. *Enrollment Fee* - due at the time of registration (\$350 per child). This fee is non-refundable.
3. *Home and School MEMBERSHIP* – due on the August registration date (\$55 per family).

ALL FEES ARE NON-REFUNDABLE

**Tuition  
Payment**

All tuition is collected through our online tuition company, FACTS Management. All families are required to pay tuition using this service.

**OPTION 1: Two installments**

A down payment of \$800 is due on or before April 20, 2021. This payment guarantees placement for your child in the school. The full year tuition payment is due by August 20, 2021. This payment equals the tuition remaining after the down payment.

**OPTION 2: Three installments**

A down payment of \$800 is due on or before April 20, 2021. This payment guarantees placement for your child in the school. The first semester tuition installment is due by August 20, 2021. This payment equals one half (1/2) the tuition remaining after the down payment. The second semester tuition is due by January 20, 2022. This payment is the total of the remaining tuition.

**OPTION 3: Payment Program over 10 Months**

Payments are made monthly on the 5<sup>th</sup> or 20<sup>th</sup> of the month from July 2021-April 2022. The first payment is the down payment of \$800 and is due by April 20, 2021. This payment guarantees placement for your child in the school. The remaining payments are the full tuition amount minus the \$800 deposit and divided by 10.

**OPTION 4: Payment Program over 12 Months**

Payments are made monthly on the 5<sup>th</sup> or 20<sup>th</sup> of the month from May 2021-April 2022. Tuition is divided equally over 12 months and includes the down payment. The down payment amount of \$800 is assessed from the May, June, and July installments. This payment guarantees placement for your child in the school.

**Early  
Withdrawal  
Fee**

To avoid the Early Withdrawal Fee, written notice of withdrawal must be given by June 30, 2021, at 3:00 p.m. Families withdrawing after June 30, 2021 are still responsible for one-third (33%) of school tuition. Once one-third (33%) of the tuition has been paid, tuition is prorated by the month. Calculation of the Early Withdrawal Fee owed shall be: tuition amount multiplied by .33. The resulting amount will be reduced by the down payment amount and/or any monthly installments paid.

**Payment  
Penalties**

A returned check fee of \$35 is charged for all returned checks and returned ACH withdrawals.

\*Registration information has been adopted by the Parent Handbook with amendments as needed. Our Lady of Perpetual Help School retains the right to amend this information for just cause. Parents will be given notification if changes are made.

\*Please check the school calendar for important dates.