



SAINT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

# How to Apply

Saint Brigid of Kildare School New Family Application Policies

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## 2022-2023 Application Dates

- January 16, 2022, 10 PM— Deadline for applications to be considered on-time
- By end of January 2022—Notification of admission status will be sent via email

## Application Materials

The following information is required at the time of applying. Applications are not considered complete until all required documents and fees are received. Late applications go to the bottom of the waiting list.

1. Online application form (found at [www.stbrigidofkildare.com/apply](http://www.stbrigidofkildare.com/apply))
2. Birth Certificate (copy only)
3. Baptismal Certificate (if Catholic) (copy only)
4. Most recent report card for students entering grades 1-8
5. \$120 per child non-refundable application fee (this is paid online via the application form)
6. Copy of custody papers if parents are separated or divorced

## Age Requirements for 2022-23 School Year

To enter preschool, a child must be 3 years old on or before September 30, 2022.

To enter kindergarten, a child must be 5 years old on or before September 30, 2022.

To enter 1st grade, a child must be 6 years old on or before September 30, 2022.

To be accepted into the first grade, a child must have attended a chartered kindergarten program.

## Acceptance Ranking

Applications for admission will be ranked according to the following priorities:

1. Siblings of families with children already enrolled in the school or preschool
2. Length of membership in the parish
3. Regular contributions to the parish
4. Contributions to parish fund raising drives
5. Involvement in the parish, school, and preschool programs
6. Other priorities, such as transfers, addressed in Diocesan Regulation 5119-1

## Continuous Enrollment

Kindergarten through grade 7 children currently enrolled are guaranteed admission for the following school year. Preschool students will be considered with the above mentioned rankings. According to state regulations, all children applying for kindergarten must complete the new student application process. Children enrolled in St. Brigid of Kildare Preschool at the time of applying will be exempt from the non-refundable application fee.

## Notification of Admission

By the end of January 2022 parents will be given a status update of their application (admission or position on the waiting list) via email for the 2022-2023 school year.

## Waiting List

If the number of applicants exceeds the number of class openings, a waiting list will be established. Following application, positions on the waiting list will be assigned using the same ranking criteria stated above.

- Families that are offered an admission have 24 hours to respond.
- If a student is offered an admission prior to the beginning of the school year and does not accept, the parents will be given a choice to either go to the bottom of the current list or be removed all together.
- If a student is offered an admission during the school year and does not accept, the parents will be given a choice to either apply for the beginning of the next school year or be removed all together. Special circumstances for not accepting admission (such as illness) will be given separate consideration by the school administration.
- A new waiting list will be established for each school year. Participation in annual application will be necessary to be considered for the next school year even if you are on the current waiting list.

## Acceptance and Enrollment

Upon notification of acceptance, please pay online an acceptance fee of \$150 per student for grades preschool through eighth. This one-time acceptance fee is *nonrefundable*, but the amount *will be credited* toward your student's tuition. This fee must be submitted within 7 business days of notification of acceptance to hold your child's spot.

## Tuition Payment Plan

Saint Brigid of Kildare School tuition is paid through the FACTS program. FACTS handles all payment processing for Saint Brigid of Kildare School.

### Payment Options:

- Families may elect to pay tuition in one lump sum, semi-annual payments, quarterly payments, or 10 or 12 monthly payments.
- Families may elect to have payments made on the 5th or 20th of the month. All tuition payments begin in July and are paid in full by June.
- Families must send in a confirmation of the established FACTS tuition account along with the non-refundable acceptance fee (\$150) within 7 business days of receipt of acceptance to Saint Brigid of Kildare School. This fee is applied towards tuition.

## Withdrawals

A withdrawal includes new families who have signed an acceptance form or families who have re-enrolled for the upcoming school year.

The following policies apply to students who withdraw prior to the beginning of the school year:

- If the school is notified of the withdrawal between June 30th and July 31st, a withdrawal penalty equal to 10% of your total tuition bill will be charged to your FACTS account.
- If the school is notified of the withdrawal between August 1st and the first day of the new academic year, a withdrawal penalty equal to 20% of your total tuition bill will be charged to your FACTS account.
- If the withdrawal is due to special family circumstances (such as moving out of the geographic area, loss of job, change of financial status, etc), once the principal or pastor approves, a withdrawal penalty will not be assessed.

The following policies apply to students who withdraw during the school year:

- A withdrawal conference must take place with the school principal or the pastor..
- Once the school principal or the pastor approves the withdrawal from the school, the tuition account will be reconciled based on the number of months partially and/or fully attended. (Example: A student in attendance in August through October 15th will pay for 3 months of tuition)

## Questions and Additional Information

Please call Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information. For full tuition and application polices, see the parent handbook at [www.stbrigidofkildare.com](http://www.stbrigidofkildare.com).