



SAINT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

# Re-Enrollment & Tuition Policies: Returning Families

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## Returning Students

A returning student is any student currently enrolled in Saint Brigid of Kildare School. Currently enrolled preschool students entering kindergarten also complete a re-enrollment packet. Completing this re-enrollment packet for kindergarten places students in the general queue for review/acceptance along with all other kindergarten applicants.

## Re-Enrollment

Families will receive a commitment email in January of each year. Within seven (7) business days of receipt of the email, a signed commitment letter must be completed online, along with a \$10 re-enrollment fee per student. Families with multiple returning students will submit a single commitment letter, which covers all returning students in that family.

## Commitment Deadline

Please note that the deadline for submission of the commitment letter is included in the commitment letter email.

- Families failing to submit a re-enrollment commitment letter by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.
- Families that have forfeited one or more places, but still wish to re-enroll, will be accommodated if space is available. However, a \$50.00 per student late fee will be charged. This fee is nonrefundable and is not credited toward your student's tuition.

## Deadline for Selection of Tuition Option

All tuition payments will be processed through the FACTS program. Payments methods include Checking Account ACH or Savings Account ACH.

## Payment Options – can be made on the 5th or 20th of the month:

- Full Pay Plan – made in July (\$20 processing fee)
- Semi-Annual payments – made July and December (\$20 FACTS processing fee)
- Quarterly Payments – made July, October, January, April (\$50 FACTS processing fee)
- 10 Monthly payments – made July-April (\$50 FACTS processing fee)
- 12 monthly payments – made July-June (\$50 FACTS processing fee)

Contact Jackie Mack ([jmack@stbrigidofkildare.org](mailto:jmack@stbrigidofkildare.org) or (614) 761-3734) for questions related to payment options.

- Please note the deadline for submission of the completed FACTS Enrollment Form is printed on the front of the tuition package.
- Families failing to submit the FACTS form by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

## **Withdrawals**

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 the Saint Brigid of Kildare School at 614-718-5825 if you have any questions or would like additional information.