



SAINT BRIGID OF KILDARE SCHOOL

Seeking Grace and Wisdom

Registration and Tuition Policies—Students of New Families

Definition of new family: a family that at the time of registration does not have a student in Saint Brigid of Kildare school or preschool

Registration

New families registering new students in Preschool - Grade 8 must submit the following:

- Completed registration application
- Registration Fee of \$50.00 per student. The Registration Fee is *nonrefundable* and is *not credited* toward your student's tuition. Please make your check payable to "St. Brigid of Kildare School."

Please return the registration fee and a completed application online or by mail or hand deliver to:

St. Brigid of Kildare School
7175 Avery Road
Dublin, OH 43017-2702

Acceptance and Enrollment

Upon notification of acceptance, please submit the following:

- Acceptance Fee of \$150.00 per student for grades preschool through eighth. The Acceptance Fee is *nonrefundable*, but the amount *will be credited* toward your student's tuition. Please make your payment online or a check payable to "St. Brigid of Kildare School."

Please return the acceptance fee to address listed above.

Enrollment and Payment Deadline:

The acceptance fee must be submitted to the school office within seven (7) business days of notification of acceptance. A copy of the online FACTS confirmation notice is to be returned to the school office along with the acceptance fee.

Families failing to submit the Acceptance Fee and FACTS Confirmation notice by the deadline will forfeit their place(s) for the upcoming school year. We are unable to hold places.

Families that have forfeited a place, but wish to re-register, will be accommodated if space is available. However, the family will be assessed a \$50.00 per student late fee. This fee is nonrefundable and is not credited toward your student's tuition.

Tuition Payment Plan

St. Brigid of Kildare School offers only one payment plan:

- Tuition is paid through the FACTS program. FACTS handles all payment processing for Saint Brigid of Kildare School.
- Directions on how to establish an online FACTS tuition account will be included in the letter of Acceptance.
- 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 Acceptance Fee (\$150) within seven (7) business days of receipt of acceptance to Saint Brigid of Kildare Elementary School.

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 after June 15th, monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated based on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition payments made as the date of withdrawal will be refunded.

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.
- Monthly tuition payments made as of the date of withdrawal will be forfeited. (Lump sum, semi-annual, and quarterly tuition payments will be pro-rated based on a 12 month payment plan). All contracts will be subject to one additional forfeiture payment based on your monthly payment plan (or the pro-rated payment plan).
- If the school principal or the Pastor recommends withdrawal from the school, tuition will be pro-rated on a per school day basis.

Questions and Additional Information

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