

Date _____
 Registration Fee Pd: \$ _____
 Cash _____ Check # _____
 FOR OFFICE USE ONLY

Holy Trinity Lutheran School 2017-2018

**Complete one form per child please.
 Re-Enrollment for all current HTLS families**

Return this form with a check for appropriate amount by **Friday, April 13, 2017.**
**Please be aware that priority enrollment ends
 Wednesday, March 8, 2017 when open enrollment begins.**

Maximum class sizes are 18 children. Students placed on a waiting list will have their fee returned if placement is not available. A completed Simply Giving Form for automatic tuition withdrawal is due in the school office by April 13, 2017. Withdrawals for 2017-2018 begin in May, 2017 for ten or twelve monthly payments.

Child's Name _____ Nickname _____

Birth date ____/____/____ Current Age: ____

Circle Class Entering:

Circle Hours Attending:

P2 Class: 2-days 3-days 5-days 7:45-12:00 7:45-3:00

P3 Class: 2-days 3-days 5-days 7:45-12:00 7:45-3:00

P4 Class: ---- 3-days 5-days 7:45-12:00 7:45-3:00

Elementary Grades: ½ day K K 1st 2nd 3rd 4th 5th 6th

Early Care Needed (Opens at 7:00): No ____ Yes ____ If yes, starting at what time? _____

After Care Needed (Closes at 5:30): No ____ Yes ____ If yes, until what time? _____

(This information is an approximation and can be adjusted later, it is helpful for staff planning.)

Address: _____ Zip _____

Home phone: _____ School District: _____

Mother's Name: _____

Cell # _____ e-mail _____

Business name: _____ Work # _____

Father's Name: _____

Cell # _____ e-mail _____

Business name: _____ Work # _____

Please complete both sides of this form

Active Member of Holy Trinity Lutheran Church: Yes_____ No_____

Church our family attends: _____

Pastor: _____ Phone #: _____

Do you intend to apply for financial aid? Yes ___ No ___

If yes, Confidential Financial Analysis (CFA) forms are available in the school office and need to be completed online by **April 13, 2017** to be considered for financial assistance. **Funds are limited and will be prioritized for elementary students' families.**

Is it your intent to have your child continue at HTLS? Yes ___ No ___

Explain your current intent so that the School Board has an idea for future planning of classroom space and staffing needs.

I am also enrolling my child at _____. If accepted we will not come to HTLS in the fall.

My child will be enrolled at _____. Please plan to forward the required documents at the end of this school year.

I understand it is a privilege with financial responsibilities to enroll my child at Holy Trinity Lutheran School. I understand the financial obligation I am making and realize the re-enrollment fees are non-refundable. Full yearly tuition payments are the responsibility of all families once registration is completed. Families leaving HTLS mid-year remain obligated for the full tuition due. Exceptions may be made only for families moving out of the community and further than 30 miles from HTLS. Automatic tuition payments for the full year's tuition begin in May, 2017.

Parent signature: _____ Date _____

Please return all re-enrollment forms by the **deadline, April 13, 2017** along with a check for the registration fee for each child enrolled. All new students and siblings must have a fully completed admissions application form with registration fee.

Tuition Responsibilities
(Parents keep this information)

HTLS is a tuition/fee-based school, operating on a set budget each year. Planned fundraisers help to keep fees as low as possible. Parent participation in fundraising events is vital to the success of our school.

The following procedures have been set to facilitate the smooth operation of the school ministry:

- Complete one re-enrollment or new student application form per child.
- Include one check for all re-enrollment fee(s) & new sibling registration. All checks may be made to “HTLS”. Please indicate what the payment is for on the memo-line.
- Tuition and extended care payments will be made in either TEN or TWELVE MONTHLY payments using the services of Vanco Simply Giving automatic debit service. Monthly payments will automatically be debited from your designated account each month beginning May, 2017 - ending either ten or twelve months later. A fee of \$25 will be charged for any account stopping automatic payment without notification to the Director of School Ministries one month in advance. Past due accounts (30 days) will be assessed a \$15 late fee. A Simply Giving form must be completed by April 13, 2017 in order to process the first tuition payment in May. If monthly tuition rates change during the year it is easy to contact Vanco for a change to the automatic withdrawal.
- **Once accepted, it is the school policy that full year tuition is the parental responsibility unless the family moves over 30 miles away.**
- The School Director must first approve any other methods of payment.
- Student records must be current before the first day of school.
- All Kindergarten and Sixth Grade students are required to have a current school physical and current eye exam both of which cannot be dated earlier than six months before the first day of school. All students, preschool-sixth grade, must have immunization records up-to-date by the first day of school.

New tuition & fees schedule on reverse



Holy Trinity Lutheran School

"Where the heart of education is the education of the heart."

2017-2018 Annual Tuition Schedules

P2 Tuition	
Half Day 7:45-12:00	
T/Th	\$2387.00
M/W/F	\$3361.00
M-F	\$4372.00
Full Day 7:45-3:00 (includes lunch)	
T/Th	\$3258.00
M/W/F	\$4437.00
M-F	\$6050.00

P3 and P4 Tuition		
Half Day 7:45-12:00		
(P3 only) T/Th		\$2181.00
M/W/F		\$3046.00
M-F		\$4113.00
Full Day 7:45-3:00 (includes lunch)		
(P3 only)-> T/Th		\$3220.00
M/W/F		\$4400.00
M-F		\$6039.00

Elementary Grades Tuition	
½ Day Kindergarten	\$3992.00
Kindergarten - 6 th Grade	\$5090.00

Registration Fees	
Pre-school	\$175
Kindergarten - 2 nd Grade	\$300
3 rd -6 th Grade	\$400

- ❖ Registration is due by April 13, 2017 in order to determine staffing needs.
- ❖ Tuition payments will be automatically deducted from your banking account monthly through the Simply Giving Automatic Debit Plan.
 - Forms are available in the School Office. You must submit a new form by April 13, 2017.
 - Deductions will begin in May.
 - The first of ten (10) or twelve (12) monthly payments is due by May, 2017 and each month thereafter, through February, 2018 or April, 2018. To use 12 monthly payments automatic withdrawal is required.
- ❖ Multi-student discounts available for full time students.
- ❖ HTLC member discounts
- ❖ Extended Care is available 7:00 a.m. - 5:30 p.m. if needed. See separate sheet for pricing and further information.
- ❖ Enrollment expectations determine combined classrooms in 3rd/4th and 5th/6th grades.
- ❖ Full yearly tuition payments are the responsibility of all families once registration is completed. Families leaving HTLS mid-year remain obligated for the full tuition due. Exceptions may be made only for families moving out of the community and further than 30 miles from HTLS.
- ❖ Ask about referral credits