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Office of Catholic Schools

Dear Families,

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As we approach the middle of another wonderful school year, we are pleased to announce that our registration period for the 2012-2013 academic year has begun! As always, your continued support for the ministry of Catholic education is deeply appreciated.

Included with this letter is a two year tuition schedule which we hope will assist you with future planning. Realizing the tremendous sacrifice you make to educate your children, there are numerous financial assistance options available. Please speak to your principal for further information regarding these opportunities. One of the most significant methods of tuition reduction is the EITC program. To qualify, you must complete the PSAS application form which is available online at [www.dioceseofscranton.org](http://www.dioceseofscranton.org) or can be obtained from your school finance office. In addition, each school will continue to provide opportunities to help reduce the tuition cost to your family (i.e. gift certificate programs).

Some important information to consider:

- Enclosed with this letter you will find ONE document that contains both the Registration Form and Tuition Contract.
- We are asking that everyone procure a pastor's signature in order to verify that you are a parish member in good standing and to update our records.
- **The deadline for all registration materials is MARCH 2, 2012.** All materials must be received for registration to be complete.
- Registration materials should be returned to the school your oldest child attends.
- A \$100 non-refundable registration fee should accompany your registration.
- You must be current on all financial responsibilities in order to register for the next school year.
- PSAS forms must be completed for financial aid consideration. Please note that financial aid application must be made each year and that you must be registered to be considered for an award. The deadline for filing PSAS applications is April 15, 2012.
- Pre-Kindergarten information will come under separate cover from each school.

Our longstanding tradition of providing quality Catholic education within the Diocese of Scranton is a source of great pride and a testament to all responsible for it. Thank you for your partnership as we continue to educate the young people God has entrusted to our care. Please be assured of our prayer for you, your family and the entire Catholic school community in the Diocese of Scranton.

Sincerely,

Principal

Diocesan Secretary for Catholic Schools/  
 Superintendent of Schools

School: \_\_\_\_\_ Family Name: \_\_\_\_\_

New Registration

Diocese of Scranton Catholic Schools

Re-Registration

✱ 2012-2013

## Registration Form and Tuition Contract

*Please print all information*

**Oldest Student Name (Last Name First)** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Gender** \_\_\_\_\_ **Race** \_\_\_\_\_ **Entering Grade** \_\_\_\_\_ **School 2012-2013** \_\_\_\_\_ **Tuition Amount** \_\_\_\_\_

1. \_\_\_\_\_  
 Cell phone # \_\_\_\_\_  
 School Attended in 2011-12 \_\_\_\_\_ \$ \_\_\_\_\_

### Additional Children Registering:

2. \_\_\_\_\_  
 Cell phone # \_\_\_\_\_  
 School Attended in 2011-12 \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_  
 Cell phone # \_\_\_\_\_  
 School Attended in 2011-12 \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_  
 Cell phone # \_\_\_\_\_  
 School Attended in 2011-12 \_\_\_\_\_ \$ \_\_\_\_\_

### Tuition

Please see attached regarding tuition schedule and policy. Pre-Kindergarten is excluded from both early payment and multiple child discounts.

Less discount of \$100 (first child) and \$50 (each additional child) for Tuition paid in full for all children on or before August 1, 2012. -- \$ \_\_\_\_\_

Less Scholarships and Financial Aid -- \$ \_\_\_\_\_

Total Tuition (Applicable fees will be assessed locally.) \$ \_\_\_\_\_

I will pay the tuition according to the following schedule: If the payment plan is changed, a fee of \$38.00 will be assessed to my account.  
*Please check one.*

One Payment-Due: August 1, 2012  Two Payments-Due: August 1, 2012 and February 1, 2013  Ten Payments-Due: 5<sup>th</sup> or 20<sup>th</sup> of each month (August 2012 – May 2013 (FACTS Tuition Mgmt.))

*If payments are not made by the due date, a \$50.00 late fee will be assessed for each payment.*

Please return this form with a \$100.00 non-refundable family registration fee. (Submit to school with the oldest child.)  
 Check # \_\_\_\_\_  
*Check should be made payable to the "Diocese of Scranton"*

**Enrollment is conditional on having satisfied all financial obligations.**

Office Use Only  
 Information has been verified  
 by \_\_\_\_\_  
 Position \_\_\_\_\_  
 Signature \_\_\_\_\_

**Textbooks**

To: Secretary of Education, Commonwealth of Pennsylvania  
I hereby request the loan of textbooks, instructional materials and auxiliary services in accordance with Pennsylvania ACTS 195/90 for my child/ren attending Diocese of Scranton Catholic Schools.

\_\_\_\_\_ Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**Parish Membership Verification**

**ALL** Catholic Registrants must have Pastor's Signature or Letter from Pastor verifying Church participation.

Letter attached \_\_\_ Yes \_\_\_ No Pastor's Signature \_\_\_\_\_

For all registrations: \_\_\_ Roman Catholic \_\_\_ Other Catholic \_\_\_ Non-Catholic (if no parish affiliation applies)

Parish \_\_\_\_\_ City \_\_\_\_\_

**Family Information**

Father's Full Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Mother's Full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Parent e-mail address \_\_\_\_\_

— Father — Mother — Address, if other than student's \_\_\_\_\_

Public School District of Residence \_\_\_\_\_

Parent's marital status: \_\_\_ single \_\_\_ married \_\_\_ separated \_\_\_ divorced \_\_\_ father deceased \_\_\_ mother deceased

Child/ren live with: \_\_\_ both parents \_\_\_ mother \_\_\_ father \_\_\_ other: \_\_\_\_\_

**Emergency Contact Information**

Father: Occupation \_\_\_\_\_ Employer Name/Address \_\_\_\_\_

Work Telephone (\_\_\_\_) \_\_\_\_\_

Mother: Occupation \_\_\_\_\_ Employer Name/Address \_\_\_\_\_

Work Telephone (\_\_\_\_) \_\_\_\_\_

**Required Information**

**Student Transportation Information:** \_\_\_ walk \_\_\_ district transportation \_\_\_ car rider \_\_\_ car driver

**Birth Certificate(s)** Verified \_\_\_\_\_ **Baptism Certificate** Verified \_\_\_\_\_ **Immunization** Verified \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# TUITION REDUCTION OPPORTUNITY

## **Bingo Program -- \$350 credit\*\***

The Epiphany Bingo is held Thursday Evenings at the Epiphany Church hall. Doors open at 4:30 pm and the first game begins at 6:30 pm.

Volunteers are needed to assist in running a successful Bingo. Areas of duty are: serving in the kitchen, selling cards, specials, lottery tickets, bingo calling, working the floor and clean-up.

Traditionally, proceeds from the Bingo assist with the general fund of Epiphany School. To help keep our school tuition affordable, and to provide a safe, clean, and up-to-date learning environment, this weekly Bingo is necessary.

However, over the years, Epiphany Bingo attendance has declined due to the increase of other Bingo games in our area. Consequently, along with our changing economy, our Bingo income changes from year to year.

With this in mind, those who choose to work the Bingo Program will have the option to receive a rebate (from the Bingo income) of \$350.00, per family, at the end of the school calendar year, if you have kept your Bingo commitment the entire year. Of course, you can choose to refuse the rebate and keep it in the Bingo Fund to assist in the running of your school.

- I/we have read the above and select to work Bingo and wish to receive my rebate at the end of the school year.
- I/we have read the above and select to work Bingo, however I/we do not wish to receive our rebate, but wish it to remain in the Bingo Fund to assist in the financing of our school.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Family Name (*Please PRINT clearly*): \_\_\_\_\_

**\*\*IF you complete your Bingo assignment, a \$350 credit to the TOTAL Family Tuition bill for 2012-2013 school year will be applied at the end of the year.**

**PLEASE RETURN WITH REGISTRATION FORM**

# Epiphany School Tuition (Grades K-8)

## As set by the Diocese of Scranton

Holy Cross Elementary K-8	2012-2013	2013-2014
	Actual Cost per Child: \$7,000.00	Actual Cost per Child: \$7,300.00
<b>Registered Member of Epiphany Parish</b>		
First Child	\$3775.00	\$4075.00
Second Child	\$3075.00	\$3375.00
Third Child	\$2875.00	\$3175.00
Fourth Child	\$600.00	\$900.00
<b>Other Catholic</b>		
First Child	\$4175.00	\$4475.00
Second Child	\$3475.00	\$3775.00
Third Child	\$3275.00	\$3575.00
Fourth Child	\$600.00	\$900.00
<b>Non Catholic</b>		
First Child	\$4575.00	\$4875.00
Second Child	\$3875.00	\$4175.00
Third Child	\$3675.00	\$3975.00
Fourth Child	\$1000.00	\$1500.00

Note:

- Those participating in the Bingo Tuition Reduction Opportunity may deduct \$350.00 from the above. The "Tuition Reduction Opportunity" contract **must be signed and returned with the registration papers.**
- There are ***NO other tuition reduction opportunities*** for the 2012-2013 school year.
- All families are encouraged to apply for the PSAS Tuition Assistance.

## **Pre-K Tuition -- 2012-2013**

- **Students in the Three Year Old Program must be three years old by September 1, 2011.**
- **Students in the Four Year Old Program must be four years old by September 1, 2011.**
- **New Families are invited to participate in the BINGO program at Epiphany School to earn a \$350.00 credit toward the total tuition.**

<b>Four Year Old Program</b>	
<b>3 half days</b>	<b>2,575</b>
<b>3 full days</b>	<b>2,875</b>
<b>5 half days</b>	<b>3,175</b>
<b>5 full days</b>	<b>4,175</b>
<b>Three Year Old Program</b>	
<b>2 half days</b>	<b>2,200</b>
<b>2 full days</b>	<b>2,975</b>