

January 27, 2019

Dear Prospective Family:

The Mother Teresa Catholic Elementary School (MTCES) community welcomes you and your family to our Christ-oriented learning environment. We are excited that you are considering becoming a part of our community. In this packet, you will find the following information:

- An overview of MTCES, including our history, mission, and vision.
- Tuition Assistance Information
- Frequently Asked Questions
- Why MTCES? Flyer, Testimonials & 10 Great Things
- Admission Policy and Procedure
- Tuition Schedule
- Registration Form
- Parish & Volunteer Documentation Form

*St. Maximilian Subsidy Form for St. Maximilian Parishioners is **available on the St. Max website.***

To register your child(ren) for next school year, you will need to submit the following forms and information to the MTCES office by 3pm, Thursday, February 28, 2019.

- \$150 registration fee
- Registration Form
- Parish & Volunteer Documentation Form
- Copies of your child's birth and baptismal certificates

***Please note that your registration will not be considered complete until all forms and the registration fee are turned in to the office.***

Thank you in advance for your cooperation and for considering Mother Teresa Catholic Elementary School for your child.

Sincerely,



Sister Anne Schulz CPPS  
Principal

## Admission Policy 2019-2020

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Mother Teresa Catholic Elementary School is a private, Catholic elementary school supported by tuition and donations. The school strongly supports the parish concept and the importance of a family's commitment to its parish. The school also keeps an active, open and ongoing relationship with the area parishes to foster and nurture the identity of the Catholic parish. We very much encourage parents to continue to support their respective parish in all regards and as deemed appropriate by their parish.

Students will be admitted in the following order. If classes are filled per criteria below, lottery will be used to fill openings at that level.

1. Current students whose registration is complete, tuition payments are current, and whose family is in compliance with the Family Volunteer Service Contract.
2. Siblings of present students whose families meet criteria 1.
3. New students whose parent, immediate family member, or guardian are currently serving on the Board of Trustees or full time faculty, or who have served as a Board member in the past, as confirmed by the Secretary of the Board.
4. Children who have stayed on the waiting list for the prior school year, have registered for the current school year. The waiting list will not be redrawn and the order carries over from the prior year.
5. New students whose immediate family member(sibling or parent) is an alumni of the school.
6. New students whose parents, family member, or guardian have demonstrated significant volunteerism and or stewardship and are active members of a Catholic parish as determined by the board – See Family Volunteerism Section below.
7. New students who are Catholic, not meeting criteria in 6 above.
8. Remaining positions will be filled by lottery.

Sibling status is defined as a new incoming student who is a sibling of a currently enrolled MTCES student. Sibling status is granted only to families who enroll a sibling during the priority enrollment period and do not withdraw the older child at a later time. **If a new family registers more than one child and only one of the child(ren) is accepted, the other child(ren) are not granted sibling status until the following year's enrollment period.** Those who are unable to gain admittance may wish to remain on a waiting list. The order of those placed on the waiting list will also be determined by lottery. Registrations not received by the deadline will be placed on the waiting list in the order they are received.

### Family Volunteerism & Active Parishioners

Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism including active parish life. As such, this is considered in the admissions policy. We believe that people with a history of active parish life and volunteerism will continue to be involved in their children's education and school. In order to qualify for Criteria 6 in the admission policy, a family must demonstrate that they have provided significant service and or stewardship to a charitable organization or cause. The Parish and Volunteer Documentation Form must be completed, and must include signatures and or appropriate documentation. An admissions committee comprised of staff and board members will be responsible for evaluating completed applications. All admissions are subject to board approval.

## Tuition Schedule 2019-2020

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The following tuition schedule is in effect for the 2019-2020 school year. **Payments are non-refundable.**

**Please note that all tuition payments must be made through electronic funds transfer.** Families may choose either the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of the month to have funds withdrawn or make a lump sum payment at the beginning of the year. An EFT form is available in the office. Note: A \$30 fee will be charged for all bank drafts returned as non-sufficient funds.

### Monthly Payment Plan

Monthly payments are due on the 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of each month starting **July 2019**.

	Full tuition cost	Registration Deposit	Balance	10 Monthly payments
<b>First student</b>	\$4710.	\$150	\$4560.	\$456.
<b>Per additional students</b>	\$4710.	\$0	\$4710.	\$471.

### Pre-Payment Plan

Full tuition is due on July 15<sup>th</sup>, 2019.

	Full Tuition Cost	Registration Deposit	Balance	Pre-Payment Discount	Full payment
<b>First student</b>	\$4710.	\$150.	\$4560.	\$50.	\$4510.
<b>Per additional students</b>	\$4710.	\$0	\$4710.	\$50.	\$4660.

**Tuition Assistance Program.** There is tuition assistance available through the MTCES Tuition Assistance Fund. **To apply for Tuition Assistance you must fill out an application through FACTS Management.** The FACTS application can be obtained online at [www.factsmgmt.org](http://www.factsmgmt.org). Online applications are due by April 1, 2019. *Please note that you must apply each year for assistance.* You will be notified of any financial aid award by May 31, 2019. **Please email Meredith Meyer at [mmeyer@mtces.org](mailto:mmeyer@mtces.org) if you intend to file for financial aid.**

**Withdrawal of Student(s)** If enrollment is cancelled on or after June 15, 2019, or in the event a student(s) is withdrawn or removed, either voluntarily or involuntarily, from MTCES during the academic year for any reason, the parent(s) or guardian(s) is obligated to pay the full annual tuition and fees. In addition, the \$600 volunteer fee will also be prorated based on the number of volunteer activities actually provided.

**Late Fee Charge.** If your monthly payment is not received, your account will be charged with a \$50.00 late fee along with the provisions set forth in the Accounts Receivable Overdue Policy.

**Family Volunteer Program.** *In addition* to either payment plan above, you are responsible for participating in the Family Volunteer Program. By participating in this program, you and your family agree to volunteer a minimum of 30 hours throughout the school year. If your family chooses not to participate in this program, you can select the \$600.00 Buy Out Policy Option. If you do not volunteer, or you volunteer less than 30 hours, you will be billed \$600.00 or the prorated portion thereof; these funds will be used to defray the costs of hiring someone to perform the services needed.

## Registration Form 2019-2020

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Fill out one complete form for **each student** you are enrolling. A single deposit check of \$150 is required for **each family** regardless of the number of students enrolled. We **must** have a copy of the student's birth certificate. A copy of the student's baptismal certificate is required if the student is Catholic. You must also be registered at a local parish, which will be verified by the parish office. The deposit is not refundable if your child is offered a place in the school, but will be applied toward tuition otherwise. This form must be received at the school by 3pm on Thursday, February 28, 2019. Forms received after that time will be handled on a first-come, first-serve basis (please refer to the school Admission Policy). All families will be notified of their status by March 20, 2019. Upon receiving a properly completed application, you will be sent an email acknowledgment of this registration. Forms can be mailed or dropped off at the school office at 7197 Mother Teresa Lane, Liberty Township 45044. Contact Kathy Gilkey with questions at 513-779-6585 or [kgilkey@mtces.org](mailto:kgilkey@mtces.org)

<b>Last</b>	<b>First</b>	<b>Middle</b>	<b>Nickname</b>
<b>Address</b>		<b>City/State/Zip</b>	<b>Phone Number</b>
Live with: <input type="checkbox"/> Mom <input type="checkbox"/> Dad <input type="checkbox"/> Both		<b>Religion</b>	<b>Registered Parish</b>
<b>Birth date</b>	<b>Birthplace: City/State</b>		<input type="checkbox"/> M <input type="checkbox"/> F
<b>Enrolling For:</b> K   1   2   3   4   5   6   7   8			
<b>Please List Siblings and Expected Entry Date (Month/Year)</b>			

**Name of Father/Guardian:** \_\_\_\_\_ **Deceased:** \_\_\_\_\_  
 Please circle: Birth Father - Steppather - Adoptive Father - Guardian    **Marital Status:** \_\_\_\_\_ **Religion:** \_\_\_\_\_  
**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Mother/Guardian:** \_\_\_\_\_ **Deceased:** \_\_\_\_\_  
 Please circle: Birth Mother - Stepmother - Adoptive Mother - Guardian    **Marital Status:** \_\_\_\_\_ **Religion:** \_\_\_\_\_  
**Occupation:** \_\_\_\_\_ **Employer:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Preferred email for communication** \_\_\_\_\_

<b>Previous School Attended</b>	<b>Years Attended</b>	<b>Last Grade Attended</b>		
<b>Special Education Identification:</b> <i>Please circle if your child has received</i> IEP    SP    MFE    504    Action Plan				
<b>Sacrament</b>	<b>Date</b>	<b>Church</b>	<b>City/State</b>	
Baptism				
Reconciliation				
First Eucharist				



# Parish & Volunteer Documentation 2019-2020

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Blessed Mother Teresa dedicated her life to the service of others. In keeping with our namesake, Mother Teresa Catholic Elementary School was founded upon the principles of volunteerism including active parish life. As such, this is considered in the admissions policy. We believe people that have shown a history of active parish life and volunteerism will continue to be involved in their children's education and school.

Please document your immediate family's parish and volunteer involvement during the past two years on this form. Return this completed form to the school office with your registration paperwork.

## PARISH LIFE

Family Name \_\_\_\_\_ Parents Names \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Registered at (Parish/Church ) \_\_\_\_\_

*Please circle all that apply.*

- Catholic
- Non-Catholic
- Support parish/church financially

Active in the following parish/church ministries in the past two years:

MINISTRY	TYPE OF INVOLVEMENT
_____	_____
_____	_____
_____	_____

Signature of pastor (*required to qualify for admissions criteria #6*): \_\_\_\_\_

Other details you would like to share regarding your parish involvement:

## VOLUNTEER INVOLVEMENT IN OTHER CHARITABLE ORGANIZATIONS

(Examples: American Cancer Society, Ronald McDonald House, preschool volunteer, youth sports organizations, etc.)

Active in the following charitable organizations in the past two years:

ORGANIZATION	TYPE OF INVOLVEMENT	* SIGNATURE OF ORGANIZATION REPRESENTATIVE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Support the following charitable organizations financially in the past two years:

ORGANIZATIONS	
_____	_____
_____	_____

\* If signature is not available, please attach some type of supporting documentation. Other details you would like to share regarding your involvement in charitable organizations: