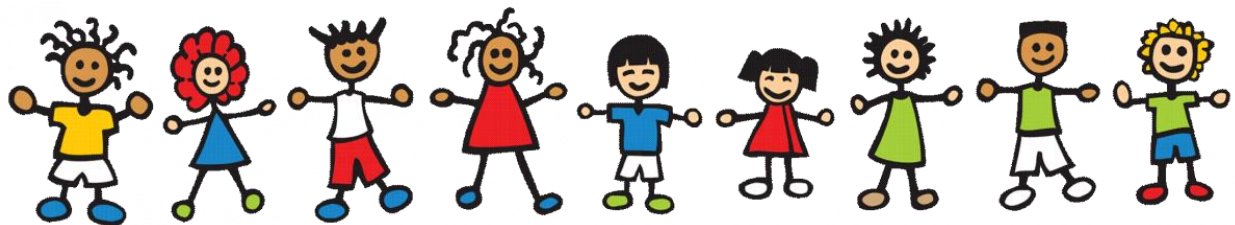




St. Regis Catholic School

## PRESCHOOL PROGRAMS

Registration, Tuition, and Fees Policies  
2019-2020



3691 Lincoln Road

Bloomfield Hills, MI

48301-4055

## Welcome!

Thank you for considering St. Regis Catholic School for your child's education and formation. This document details registration information for our Preschool programs. If you have any questions, please contact our Admissions Coordinator, Karen Terzich at [karen.terzich@stregis.org](mailto:karen.terzich@stregis.org) or 248-724-3377.



## Half-Day Program

Multi-Age Half-Day Program	
Class Meets	Monday – Friday 8:00 AM – 11:30 AM
Age Requirement	Must be 3 years old on or before September 1, 2019
Tuition	\$3,700



## Full-Day Programs

4 Year Old Program	
Class Meets	Monday – Friday 8:00 AM – 2:45 PM
Age Requirement	Must be 4 years old on or before September 1, 2019
Tuition	\$6,100

Multi-Age Program	
Class Meets	Monday – Friday 8:00 AM – 2:45 PM
Age Requirement	Must be 4 years old on or before January 1, 2020
Tuition	\$6,100

**NOTE:** Student placement (in 4 Year Old Program or Multi-Age Program) is determined by St. Regis Catholic School Administration.



## Due at the Time of Registration

**Non-refundable** per Student Registration Fee

\$ 250

Enrollment for students of current school families will begin December 10, 2018  
Enrollment for new-school students will begin January 21, 2019.

A student will not be placed into a class until the following required steps for registration are completed:

- A St. Regis FACTS agreement is created (or updated for returning families).
- A Whipple Hill contract has been signed and submitted.
- All registration fees are paid in full.
- The Emergency Contact and Medical Information forms (found on your Whipple Hill account) must be submitted.
- A Health Appraisal form must be submitted. (The Health Appraisal must be signed by a physician and provide current immunization status or valid waiver.)

## Fundraising Raffle

All families who are enrolled in a *full-day* Preschool program are required to participate in the Fundraising Raffle and must sell a minimum of \$200 worth of raffle tickets. Tickets must be paid for with the July tuition installment in FACTS for the Fall raffle drawing. Drawing dates and ticket distribution dates to be announced.



## Tuition Payment Options

To assist our families, St. Regis Catholic School offers five tuition payment plan options ALL of which are administered through FACTS Tuition Management (one enrollment per family):

1. Single Installment – A single payment due no later than July 15th
2. 8 Installments - 8 equal payments: July – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
3. 9 Installments - 9 equal payments: June – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
4. 10 Installments- 10 equal payments: May –February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)
5. 11 Installments- 11 equal payments: April – February (Choice of 1<sup>st</sup> or 15<sup>th</sup> Due Date)

All families are required to set up a FACTS Tuition Management account which is good for their entire tenure at St. Regis Catholic School. Each year, families need to update their accounts during the registration process to ensure their information remains current and the payment information and options are correct. Failure to enroll in

FACTS will result in the loss of the student's registration status and the student will lose their place in the program along with their non-refundable registration fee.

**FACTS:** To create a new St. Regis FACTS account, or for returning school families updating their account, access the FACTS system with the following link:

<https://online.factsmgt.com/signin/3YQ09>

## NOTE:

- Parents/guardians unable to make tuition payments on schedule are required to contact the Parish Business Office at [businessoffice@stregis.org](mailto:businessoffice@stregis.org) immediately.
- A student's financial obligations must be current to begin school in the fall, at each semester quarter start and to begin the second semester. Any student with a delinquent balance may be subject to exclusion from school activities.
- Payments received after the specified due date will result in the charge of a \$35 Late Fee.
- Payments that are returned for insufficient funds will be assessed a \$30 Insufficient Funds Fee.



## Tuition Refund Policy

A student is considered enrolled once their registration is complete and the tuition year has begun (July 1). The semester tuition is due prior to the start of a semester. Should a student withdraw or be asked to leave St. Regis Catholic School, they forfeit the registration fee. The net semester tuition will be reimbursed, if applicable, as follows:

Withdraw during week 1 & 2	100 % of net semester tuition
Withdraw during week 3 & 4	75 % of net semester tuition
Withdraw during week 5 & 6	50 % of net semester tuition
Withdraw during week 7 & 8	25 % of net semester tuition
Withdraw week 9 and after	0 % <b>NO</b> tuition refund.

