

# *St. Therese School*

## *Registration Check List*



The registration materials for our school are enclosed. These forms **must be completed** prior to admission.

Use this as a checklist for your return of the completed forms.

- Registration Form
- Set up a FACTS Tuition Account
- Pastoral Agreement (turn in to your pastor or parish office)
- Tuition Contract
- Financial Obligation Disclosure Form
- Registration fee per student (see tuition schedule)
- Parent Handbook Acknowledgment Form
- Technology Policy Acknowledgement Form

### New incoming students

- \$50 Application Fee
- Records release from prior school
- Certificate of Immunization Status
- Copy of Baptismal and/or Birth Certificate

**These forms and registration fee must be returned to the school office to complete registration and secure a spot in a class for the 2019-20 school year.**

The **tuition year** begins June 1st and ends May 30th the following year.

Several payment plans are available. If you are enrolling after June 1st you must contact the bookkeeper for an appropriate payment plan.

**Tuition Assistance applications are completed on-line at**  
**[www.factstuitionaid.com](http://www.factstuitionaid.com)**

**Deadline for applications is March 15<sup>th</sup>**

**St. Therese School  
Student Registration Form**

**Grade Entering \_\_\_\_\_  
For School Year: \_\_\_\_\_**

**Date of Admission:** \_\_\_\_\_

Student's Last Name (legal)		First Name, Middle Name		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Birth date / /	Ethnicity: <input type="checkbox"/> Caucasian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Amer Ind/Alaska native	
Home Address			Home City	State	Zip Code	Birth State & Country	
Mailing Address (if different)			Mailing City	State	Zip Code	Home Phone Number <input checked="" type="checkbox"/> if Unlisted? <input type="checkbox"/>	
<b>PARENT / GUARDIAN INFORMATION:</b>							
Last Name Head of Household (Legal Guardian)		First Name Head of Household		Head of Household Work Phone		EXT.	Unlisted <input type="checkbox"/> Y <input type="checkbox"/> N
Last Name Spouse		First Name Spouse		Spouse Work Phone		EXT.	Unlisted <input type="checkbox"/> Y <input type="checkbox"/> N
Head of Household Religion				Spouse's Religion			
Head of Household Employer & Occupation				Spouse's Employer & Occupation			
Employer Address				Employer Address			
Natural Parents of Student are: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Remarried <input type="checkbox"/> Deceased (circle one) Mother Father							
Responsible Party for Tuition:			Address/City/State/Zip - (if different from above)				
Family E-Mail address			Other important numbers (cell phone, etc.)				
Non-Custodial Parent - Last Name		First Name		Home Phone		Unlisted <input type="checkbox"/> Y <input type="checkbox"/> N	Work Phone
Non-Custodial Spouse - Last Name		First Name Spouse		Spouse Home Phone		Unlisted <input type="checkbox"/> Y <input type="checkbox"/> N	Work Phone
Non-Custodial Parent Religion				Are there visitation or court ordered restrictions? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, it is important to provide documents to the school.			
<b>RELIGION / FAMILY LIFE</b>							
Parish Currently Attending		Parish City/State		Are you Registered & Active <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Parish Registration	
Student's Sacraments:	Church / Parish	Address		City/State		Date	
Baptism							
Eucharist							
Reconciliation							
<b>RECORD OF OTHER CHILDREN IN FAMILY: (List all children in the family)</b>							
Name		Date of Birth		Relationship to student		Living at Home (circle one)	
						Yes No	
						Yes No	
						Yes No	
						Yes No	
						Yes No	
<b>PUBLIC SCHOOL INFORMATION</b>							
Public School District of Residence		Is this student currently receiving: Special Education Services/ I.E.P.: <input type="checkbox"/> Yes <input type="checkbox"/> No Related Services: (speech, counseling, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No			Has this student ever received: Special Education Services: <input type="checkbox"/> Yes <input type="checkbox"/> No Related Services: (speech, counseling, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Last school attended: (name & city)				Please specify any special services and the dates received:			
<b>EMERGENCY INFORMATION:</b>							
#1 Contact: (other than parent) Name / Phone / Relationship				Persons Authorized to Pick Up Student (Name/Phone)			
#2 Contact: (other than parent) Name / Phone / Relationship							
Doctor Name:		Doctor Phone		Dentist Name		Dentist Phone	
Hospital		Please check any current on-going problems: (If yes to any below, school needs complete health information) <input type="checkbox"/> Serious Allergy <input type="checkbox"/> Asthma <input type="checkbox"/> Heart Disease <input type="checkbox"/> Diabetes <input type="checkbox"/> Seizure Disorder <input type="checkbox"/> Medications <input type="checkbox"/> Other Explain:					
In case of accident or serious illness, if neither responsible guardian nor named physician can be reached, do you authorize and direct the school officials to send your child to a doctor and/or hospital for medical treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Parent Signature: _____						Date _____	

# ST. THERESE SCHOOL 2019-2020 TUITION RATES

## KINDERGARTEN THROUGH 8<sup>TH</sup> GRADE TUITION RATES\*:

Multiple child discounts are available at the following rates:

One child	100%	
Two children	85% of full rate for second child	
Three or more children	75% of full rate for each additional child	

## FULL TUITION SCHEDULE

Children	Annual <i>One yearly pymt</i> <i>June</i>	12-month <i>Twelve Payments</i> <i>June to May</i>
1 Child	<input type="checkbox"/> \$7,260	<input type="checkbox"/> \$605
2 Children	<input type="checkbox"/> \$13,464	<input type="checkbox"/> \$1,122
3 Children	<input type="checkbox"/> \$18,948	<input type="checkbox"/> \$1,579

## TUITION SCHEDULE FOR QUALIFIED FAMILIES

When a family has received a signed Pastoral Agreement Form from their parish, the tuition rate is reduced based on the support received from the family's parish. A qualifying Catholic student is determined by their parish. If at any time during the year a parish does not grant "qualified" status to a family, the school will adjust student tuition based on the full tuition rate.

Children	Annual <i>One yearly pymt</i> <i>June</i>	Semi-Annual <i>Two payments</i> <i>June &amp; December</i>	12-month <i>Twelve Payments</i> <i>June to May</i>
1 Child	<input type="checkbox"/> \$5,808	<input type="checkbox"/> \$2,904	<input type="checkbox"/> \$484
2 Children	<input type="checkbox"/> \$10,764	<input type="checkbox"/> \$5,382	<input type="checkbox"/> \$897
3 Children	<input type="checkbox"/> \$15,396	<input type="checkbox"/> \$7,698	<input type="checkbox"/> \$1,283
4 Children	<input type="checkbox"/> \$19,764	<input type="checkbox"/> \$9,882	<input type="checkbox"/> \$1,647

**Required non refundable Registration Fee: \$200 per child due no later than May 3, 2019, this will hold your child's spot. (billed in March)**

**STUDENT FEES – The \$240 book/technology fee is included in the above tuition rates. All fees are included in the total tuition cost except for:**

- 4<sup>th</sup> grade overnight Oregon Trail experience, \$150 \*
- 6<sup>th</sup> grade Outdoor School fee, \$400. \*
- \* Fundraisers and grants can reduce these fees
- 8<sup>th</sup> grade graduation fee, \$130 (includes sweatshirt)
- Field trips will be billed separately

I have read and understand the tuition schedule and expectations above. Please charge my tuition account as I have requested.

Parent Signature \_\_\_\_\_

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Preschool tuition does not qualify for subsidized or multiple child discounts. Please contact the Parish Office for Preschool rates.**



**ST. THERESE SCHOOL**  
**Little Flower Preschool**  
**Program Options and Tuition**



FAMILY NAME: \_\_\_\_\_

St. Therese Preschool is open from 8:15 to 11:20 am Monday through Friday. The Preschool Extended Care is offered by St. Therese Catholic School. Care takes place in the Preschool and is limited to 18 students.

CHECK THE PROGRAM YOU PREFER

**4 years old by September 1st: Pre-Kindergarten**

Days per Week	Schedule	Hours	Annual / 12 mo. Cost	Choice
5 Monday - Friday	Morning only	8:15 - 11:20 am	\$5,256 / \$438	
5 Monday - Friday	Full Day	8:15 - 3:00 pm	\$7,116 / \$593	

All students must be able to feed themselves and be toilet trained by September 1st.

Tuition assistance is not available for preschool.

Registration Fees must be paid by May 31, 2019

**Preschool  
 Registration Fees  
 \$200**

Students must provide their own snack and lunch. Care will not be offered on school half-days, holidays, teacher in-service days, Christmas vacation, Spring break and during the summer.

1260 NE 132<sup>nd</sup> Ave.  
Portland, Oregon 97230



Bus. Office 503-256-5850  
School 503-253-9400  
Rel. Ed. 503-256-5850

## Financial Obligation Disclosure for 2019-20

During the 2019-20 school year, from June, 2019 to May, 2020, I agree to complete the following St. Therese School parent obligations:

- ✓ Registration form
- ✓ Tuition Contract
- ✓ Application Fee - \$50 new students only
- ✓ Registration fee - \$200 per student

*St. Therese School takes the commitment to Catholic parishes seriously and expects parents to completely fulfill their obligations to ANY Archdiocese parish that awards them "qualified" status. In addition, tuition will be increased should a parish notify the school that the family is not fulfilling their commitment.*

\_\_\_\_\_ *Initial*

**K-8<sup>th</sup> Parents in addition throughout the year will meet these obligations:**

- ✓ I agree to complete my Fair Share requirements (40 hours/20 hours single parent) by completing:
  - **10 volunteer hours** for Fund Raising/Development (5 for single parent)
  - **30 volunteer hours** for school-related activities (15 for single parent)
- ✓ I agree to complete the following Parent Club Fund Requirements:
  - **Scrip/gift card** requirement of a total of \$2,000 per year (\$1,000 for single parent). Buy-out from this program is \$200 per year
  - **Jog-A-Thon:** Each family will solicit \$150 in pledges (1<sup>st</sup> child, additional \$50 per child, maximum obligation = \$250).
  - **Raffle:**  
Sell or purchase a minimum of \$120 of raffle tickets.
  - **Additional Fund Raising event(s) if needed**

**Preschool Parents throughout the year will meet these obligations:**

- **10 volunteer hours** (See teacher for opportunities)
- **Raffle**— sell or purchase a minimum of \$30 of raffle tickets
- **Jog-A-Thon & Scrip purchases** are optional – parents are encouraged to participate

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Oldest Student and Grade

***RETURN THIS FORM WITH YOUR REGISTRATION PACKET***

# Tuition Procedures

St Therese is committed to helping make Catholic school accessible, affordable and available to all families. This commitment is the hallmark of our faith and service in regards to the educational mission of the Church.

In an effort to be good stewards of the resources entrusted to our care, and provide for equitable distribution, St Therese utilizes the FACTS management application process for determining financial need in allocating tuition assistance. Donations are collected throughout the year and are distributed the following year to families based on allocation criteria established by FACTS.

The amount of tuition assistance available fluctuates depending on the amount that has been donated to St. Therese. We work very hard to keep the tuition costs as low as possible. To qualify for tuition assistance every family must apply for assistance via the FACTS management application process. **FACTS requires supporting documents to corroborate your application and each family must provide these documents or your application will be considered incomplete and not eligible for assistance.** Current families that miss the March 15, 2019 deadline are not eligible for tuition assistance.

Families will be mailed a letter on May 1, 2019 to notify them of the tuition assistance that they qualified for. **Families will have two weeks to accept the tuition assistance by signing the letter and returning it to the School Office by May 15, 2019. If you don't accept the tuition assistance and return the letter by the deadline your aid will be allocated to other families.**

## **Important Dates for Tuition Assistance:**

January 21, 2019	<ul style="list-style-type: none"><li>• FACTS online application available on website.</li></ul>
March 15, 2019	<ul style="list-style-type: none"><li>• FACTS deadline. All required documentation must be submitted or your application will <b><u>not</u></b> be complete and eligible for tuition assistance.</li></ul>
May 1, 2019	<ul style="list-style-type: none"><li>• FACTS tuition assistance letters will be sent to families</li></ul>
May 15, 2019	<ul style="list-style-type: none"><li>• <b><u>Families must return tuition assistance letters accepting the aid awarded to their family. Families that don't sign and return their letter by this deadline will have their aid allocated to other families.</u></b></li></ul>



**FACTS**  
A NELNET COMPANY

# Grant & Aid Assessment

FACTS Management makes quality education affordable for families by assisting schools in awarding financial aid. We work with schools to create a custom application and collect financial data so schools can make accurate award decisions based on financial need.

To apply for financial aid, visit <https://online.factsmgt.com/signin/3FW7R>

After completing the online application, you will need to upload or fax all required supporting documentation. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866.315.9264. Please **DO NOT** use your mobile device to photo copy required documents due to problems with legibility.

The following supporting documents are required to complete the application process:

- Copy of the most recent **IRS Federal Form 1040, 1040A or 1040-EZ U.S. Individual Income Tax Return** (the year of the tax return depends on the tax requirements of the school). If applicant and co-applicant file separately, we require both tax returns for the same tax year. We do not require State Tax Returns.
- Copies of all the current year W-2 Wage and Tax Statements for both the applicant and co-applicant. **NOTE:** If you are applying before you have received all the current year W-2 Wage and Tax Statements, please submit them as soon as they become available.
- Copies of all supporting tax documents if you have business income/loss from any of the following:
  - Business** - send Schedule C or C-EZ and Form 4562 Depreciation and Amortization
  - Farm** - send Schedule F and Form 4562 Depreciation and Amortization
  - Rental Property** - send Schedule E (page 1)
  - S-Corporation** - send Schedule E (page 2), Form 1120S (5 pages), Schedule K-1 and Form 8825
  - Partnership** - send Schedule E (page 2), Form 1065 (5 pages), Schedule K-1 and Form 8825
  - Estates and Trusts** - send Schedule E (page 2), Form 1041 and Schedule K-1

**\*IMPORTANT:** If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

- Copies of all supporting documentation for household Non-Taxable Income such as Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF). If you do not file a tax return, you are required to provide documentation of all income received.

\*All documentation received is imaged upon receipt and then destroyed.

You may login to your FACTS user account to review the status of your application. **Please allow 2 weeks processing time from the date you provided the supporting documents before inquiring further about receipt and/or status of the uploaded or faxed documents.** Application deadlines are set by the institution awarding the scholarships. If you are applying after the deadline, please contact your school to ensure that your application will be accepted.

\*A non-refundable application fee may be required before your application will be submitted.

**NOTE:** Award decisions are made by the institution providing the scholarship, not FACTS.

For more information, visit [FACTSmgt.com/grant-and-aid](https://FACTSmgt.com/grant-and-aid)





## 2019-2020 St. Therese Parish & School Application for Reduced Tuition

Please review the criteria establishing qualification for the discounted tuition rate:

1. The family must be registered in **St. Therese Parish**
2. The family must be **regularly involved** in parish activities
  - a. All families with children in the school must have parents involved in at least one volunteer ministry in St. Therese Parish (volunteer hours at school do not count). Parish hours count towards school volunteer hours.
  - b. All students in 5<sup>th</sup> – 8<sup>th</sup> grade should serve as weekend Altar Servers at St. Therese Parish.
3. The family **should attend Mass** each Sunday and on Holy Days of Obligation.
4. The family must give regular, **identifiable financial support** to the parish (e.g., by using **on-line donations**, parish contribution envelopes or checks).

### Family requesting Reduced Tuition rate:

Name of Father \_\_\_\_\_

Name of Mother \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact phone# \_\_\_\_\_

Contact Email \_\_\_\_\_

Child(ren) and grade \_\_\_\_\_

By signing below, I (we) hereby agree that as a disciple of Jesus Christ and as a member of His Church, that we, as a family, have met the above requirements for a reduced tuition rate at St. Therese School. I (we) agree that if, upon review, it is established that I (we) have not met these requirements, the tuition discount allowed can be charged back against my (our) tuition account at St. Therese School.

### Signed and dated:

Father: \_\_\_\_\_ Date: \_\_\_\_\_

Mother: \_\_\_\_\_ Date: \_\_\_\_\_



## Pastoral Agreement Commitment Sheet

A meeting with the Faith Formation Coordinator is the second step in the completion of your application for reduced tuition. The meeting is an opportunity for you to know more about the many activities and areas in the Parish that are open for families who are participants in the Pastoral Agreement. The meeting is also an opportunity to learn more about how active participation in the Church and Parish will bring about more positive transformations in your child, in you and in your family. Please call the Office to set up an appointment 503-256-5850. Please request that your meeting be anytime between:

Tuesdays: 10:30 AM and 3:30 PM

Thursdays: 9:30 AM and 2:30 PM

**NOTE:** Please bring this form with you to the meeting.

**TO BE COMPLETED BY THE FAITH FORMATION COORDINATOR:**

\_\_\_\_\_ (Name of Parent/s) attended a meeting with the

Faith Formation Coordinator on \_\_\_\_\_

The area or areas of commitment selected:

Altar Server

Catechist

Choir

Coffee and Donuts

Eucharistic Minister

Funeral Receptions

Greeter

Homebound Minister

Lector

Usher

Votive candle cleaning

Knights of Columbus

St. Vincent de Paul

Women's Association

**PARENT'S SIGNATURE/S** \_\_\_\_\_

**FAITH FORMATION COORDINATOR'S SIGNATURE AND DATE:** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE PARISH OFFICE**



**ARCHDIOCESE  
OF PORTLAND IN  
OREGON**



*Department of Catholic Schools*

**2019-2020 PARENT “OUT-OF-PARISH” SCHOOL REGISTRATION FORM**

In accordance with the Archdiocese of Portland’s 2007 revision of the **K-8 ELEMENTARY SCHOOL FINANCIAL OPERATION PLAN**, parishes without elementary schools are expected to subsidize the cost of Catholic education (at an Archdiocesan elementary school) for qualifying Catholic students in the parish.

**A qualifying Catholic student is generally determined as follows:**

- a. The family must be registered in the parish, be involved, and attend church in the parish.
- b. The family must give regular, identifiable financial support to the parish (*e.g., use of parish contribution envelopes or checks*).
- c. Parishes **may not** add additional requirements.

As part of the school registration process, this form must be completed by the parent(s), *signed by their Pastor*, and returned to the school office. The signed form will document the family’s status as a qualifying Catholic family. The family’s tuition will then be based on the “qualifying Catholic” rate charged by the school.

*✂ Please detach the portion below and return the signed form to the school office.*

**2019-2020 PASTOR AGREEMENT FORM**

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENTS’ FULL NAMES:

\_\_\_\_\_ HOME NUMBER: \_\_\_\_\_

\_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

PARISH AFFILIATION: \_\_\_\_\_

NAME(S) OF CHILDREN TO BE ENROLLED: \_\_\_\_\_ GRADE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PASTOR’S SIGNATURE\*

DATE

*\*Signing this form is an agreement by the Pastor that the parish will pay \$1,075 for each child listed.*

(For Reference, please see the 2007 Revision of the ARCHDIOCESAN ELEMENTARY SCHOOL FINANCIAL OPERATION PLAN.)

*Form revised 1-4-2019*



## Parent Handbook Acknowledgement Form

I, \_\_\_\_\_ acknowledge that I have read the St Therese  
(PRINT PARENT/GUARDIAN NAME)

Parent Handbook. I understand that it is my responsibility to contact the Principal should I have questions or need clarification regarding any policies, practices and procedures contained in the Parent Handbook.

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Grade

## TECHNOLOGY POLICY

Technology resources at St. Therese Catholic School are provided for the purpose of supporting the educational mission of the School. Use of technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Parent Student School Handbook. It is understood that students will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times. St. Therese Catholic School retains the sole right of possession of all technology computing devices, iPads, and related equipment. Students and Parents must agree to and sign our Technology Acceptable Use Policy Agreement prior to a student using technology at St. Therese Catholic School.

Violations of the St Therese's Technology Policy and Acceptable Use agreement may result in a range of disciplinary actions, including but not limited to loss of access, suspension, and possible expulsion.

## ACCEPTABLE USE

St. Therese students having access to iPads in the classroom and technology lab is a big responsibility. Students who use iPads are fully responsible for all activity that occurs while they have been assigned an iPad for use. Responsible use of St Therese technology resources requires students to be ethical, courteous, and honest in a way that aligns with the mission of the school. The following activities are deemed unacceptable and a violation of Acceptable Usage:

- Intentionally downloading, displaying, or sending inappropriate or offensive material
- Using obscene language, bullying, insulting, or attacking others
- Damaging computers, accessories, supporting systems, or networks
- Using others' passwords or sharing of passwords
- Using in a manner that is not for educational purposes.
- Removing devices from classroom or failure to return devices after each class period.

St Therese School has a zero tolerance policy for this type of behavior. Students who have knowledge of such activity are expected to immediately notify a teacher, or other staff member. **iPads that are damaged or missing are the responsibility of student and families to repair or replace.** This includes but not limited to: broken screens, cracked plastic pieces, inoperability due to neglect or misuse. Should the cost to repair exceed the cost of purchasing a new device the student will pay the full replacement value. Lost items such as cases and cables will be charged for the actual replacement cost.

I have read this document and fully agree to abide by these guidelines and to be held accountable to the consequences.

Student Signature \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_